

[Your Company Letterhead]

[Date]

Dear Team,

Subject: Upcoming System Update

We are excited to inform you about an important system update that will be implemented on [scheduled date]. This update is part of our ongoing efforts to enhance our technology and improve our overall operational efficiency.

Key Details:

- ****Update Schedule:**** [Start time] to [End time]
- ****Affected Systems:**** [List of systems affected]
- ****Anticipated Downtime:**** [Estimated downtime, if any]

During this period, you may experience temporary disruptions in access to certain systems. We appreciate your patience and understanding as we work to improve our technology infrastructure.

Please make sure to save your work and log out of the systems prior to the update. If you have any questions or require assistance, feel free to reach out to the IT department at [IT contact information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]