

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notice of Scheduled System Maintenance

We hope this message finds you well.

This letter serves to inform you that scheduled system maintenance will be conducted on [start date] from [start time] to [end time]. During this period, our systems will be temporarily unavailable, and you may experience interruptions in service.

We appreciate your understanding and cooperation as we work to enhance the performance and reliability of our systems. If you have any questions or concerns regarding this maintenance period, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]