

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Scheduled System Updates

We would like to inform you that we have scheduled system updates to enhance our services and ensure optimal performance.

****Update Schedule:****

- ****Start Date:**** [Start Date]

- ****End Date:**** [End Date]

- ****Expected Downtime:**** [Duration]

During this period, [specific services or systems] may be temporarily unavailable. We recommend that you plan accordingly and complete any urgent tasks before the scheduled updates.

Thank you for your understanding and cooperation. If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]