

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: System Update Notification

We are writing to inform you about an important system update that will take place on [date]. This update aims to enhance our services and improve overall performance.

During this time, our systems will be temporarily unavailable from [start time] to [end time]. We recommend that you complete any necessary tasks before the scheduled downtime.

We appreciate your understanding and cooperation as we work to ensure the best service possible. If you have any questions or concerns, please feel free to reach out to our support team at [support email/phone number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]