

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: PBX Maintenance Notification

We are writing to inform you of scheduled maintenance for our PBX system. This maintenance is necessary to ensure the continued reliability and efficiency of our communication services.

****Maintenance Schedule:****

- ****Date:**** [Insert Date]

- ****Time:**** [Insert Start Time] to [Insert End Time]

- ****Impact:**** During this time, [brief description of expected impact, e.g., phone services may be temporarily unavailable].

We appreciate your understanding and cooperation as we work to improve our services. If you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]