

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: QNX Service Notification

We hope this message finds you well. We are writing to inform you of an important update regarding your QNX services. This notification serves to outline the key details and actions required from your end.

****Service Details:****

- Service Type: [Type of Service]
- Service ID: [Service Identification Number]
- Scheduled Maintenance Date: [Date]
- Time: [Start Time] to [End Time]

****Reason for Notification:****

[Brief explanation of the reason for the service notification, e.g., scheduled maintenance, updates, etc.]

****Impacts:****

[Description of any expected impacts or outages that may arise from the service changes.]

****Action Required:****

[Details of any actions required from the recipient, including deadlines if applicable.]

We appreciate your cooperation and understanding during this time. Please do not hesitate to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]