[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Subject: VMware Maintenance Notification
Dear [Recipient Name],
We would like to inform you that we will be conducting scheduled maintenance on our VMware infrastructure. This maintenance is necessary to ensure the continued reliability and performance of our services.
Maintenance Details:
- **Date:** [Start Date] to [End Date]
- **Time:** [Start Time] to [End Time] [Time Zone]
- **Affected Services:** [List of affected services/applications]
- **Impact:** [Details regarding expected downtime or service interruptions]
We appreciate your understanding and support as we work to improve our systems. Should you have any questions or concerns regarding this maintenance, please do not hesitate to reach out.
Thank you for your cooperation.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]