[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of System Downtime**

Dear [Customer’s Name/Valued Customers],

We are notifying you of upcoming system downtime as part of scheduled maintenance to ensure continued service reliability and performance.

**Downtime Details**

* **Date**: [START DATE]
* **Time**: [START TIME] to [END TIME] ([TIME ZONE])
* **Expected Duration**: [DURATION OF DOWNTIME]
* **Affected Services**: [*List services, e.g., “account login,” “online transactions,” “data synchronization.”*]

**Impact**

During this maintenance period, access to the affected systems will be temporarily unavailable. Normal operations are expected to resume by [END TIME/DATE].

**Support**

If you have urgent questions or require assistance during the downtime, please contact our support team at [Email Address/Phone Number].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

Thank you for your patience and cooperation.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]