

Technical maintenance announcement

Subject: Scheduled Website Downtime

Dear Users,

Please be informed that our website will be undergoing scheduled maintenance from 12 AM to 4 AM on September 15th. During this time, some services may be temporarily unavailable.

We apologize for any inconvenience and appreciate your patience.

Thank you,

IT Support Team

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-announcement-letter>