

[Date]

Subject: Notification of Upcoming Network Maintenance

Dear [Recipient Name/Customer],

This letter is to inform you that we will be performing scheduled network maintenance to improve the stability and performance of our services.

Maintenance Schedule:

- **Start Date and Time:** [Date] at [Time]
- **End Date and Time:** [Date] at [Time]
- **Estimated Duration:** [Number of hours]

Impact of Maintenance:

During this period, you may experience [intermittent connectivity/total service disruption/slower speeds]. We recommend that you save all work and log off from the network prior to the start time to avoid any data loss.

Affected Services:

- [Service 1: e.g., Internet Access]
- [Service 2: e.g., VPN Connections]
- [Service 3: e.g., Hosted Applications]

We apologize for any inconvenience this may cause. If you have any questions or experience issues after the maintenance window has closed, please contact our support team at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Department]
[Company Name]