

Emergency Server Update Notice

Date:

To:

Subject: Emergency Server Update Notification

Dear

We would like to inform you that an emergency update is scheduled for our servers. The details are as follows:

- **Update Date & Time:**
- **Expected Downtime:**
- **Services Affected:**

We apologize for any inconvenience and appreciate your understanding as we work to resolve this matter urgently.

If you have questions, please contact

Sincerely,