

NOTICE: PLANNED INTERNET SERVICE INTERRUPTION

Date: [Insert Current Date]

To: All Tenants and Staff

Subject: Scheduled Network Maintenance

Dear Tenants,

Please be advised that we have scheduled essential maintenance for the building's internet infrastructure. During this time, all internet and network-related services will be temporarily unavailable.

Maintenance Schedule:

- **Start Date and Time:** [Insert Start Date/Time]
- **Estimated End Date and Time:** [Insert End Date/Time]
- **Duration:** [Insert Duration, e.g., 4 hours]

Reason for Maintenance:

[Insert reason, e.g., Hardware upgrade / Fiber optic repair / System security update]

What to Expect:

During the window mentioned above, you will experience a total loss of connectivity. We recommend that you save all cloud-based work and log off your systems prior to the start time to prevent any data loss.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve the building's connectivity services.

If you have any questions or specific concerns regarding this downtime, please contact the Building Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

Building Management