Mr. James  
Head IT Department  
ABC.

Mr. John.  
Head Accounts department  
XYZ.

Dated: 16th December, 20XX

Subject: Maintenance schedule for [X]

Dear Mr. John,

You are well aware of the ongoing internet issue within the organization. We had previously tried to resolve the issue but nothing helped. Now, we will have to go for maintenance work in the IT department. The maintenance will start from next week Monday and will continue for a period of 4 days i.e., on Friday you will be able to resume work activities as before.

During the maintenance schedule, the servers will be shut down due to which you may face difficulty in your work and for this reason, all the employees working in your department will be shifted to the second floor of the company from where you will continue with your work to avoid any work delays.

This will be a time of difficulty for all of us but with co-operation time will pass. Things will come back to normal. A detailed letter telling the exact schedule will be given to you very soon. Thank you for your co-operation.

Yours Sincerely,

Mr. James  
Head IT Department  
ABC.