

To: all.staff@tech-flow.com

Subject: Incident notification: Web server access issue

Dear Team,

I hope this message finds you well.

This is to inform you of an incident currently affecting both our database and web server. As a result, you will not be able to access the web server at this time, and by extension, this may impact related services as well.

The issue is under investigation, our IT team is actively working to identify the root cause and resolve the problem as quickly as possible.

We will provide updates as soon as more information becomes available or when the issue is resolved.

In the meantime, if you have urgent tasks dependent on web server access, please reach out to the IT support team for assistance.

Thank you for your understanding and patience as we work to address this matter.

Cordially,

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IT Engineer

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