

## REMINDER EMAIL

Subject: Reminder: System Maintenance Window – Tomorrow at 23:00 EST

Dear Team,

This is a reminder that we have scheduled system maintenance tomorrow at 23:00 EST. The maintenance window will last approximately 2 hours and will affect the following systems:

- Primary data center routing infrastructure
- Backup systems
- Network monitoring tools

Please ensure all critical tasks are saved and systems are prepared for the maintenance window.

If you have any concerns, please respond to this email immediately.

Best regards,  
Sandeep Tundiya  
Network Administrator Specialist  
Cisco

# Sandeep Tundiya