

# Emergency Service Outage Notification

Date: [Insert Date]

Dear [Customer/Community Name],

We are writing to inform you of an unplanned service outage due to [brief reason for outage, e.g., severe weather conditions, technical issues, etc.]. Our team is aware of the situation and is actively working to resolve the issue as quickly as possible.

## Outage Details:

- **Outage Start Time:** [Insert Start Time]
- **Expected Resolution Time:** [Insert Expected Resolution Time]
- **Affected Services:** [List of Affected Services]

We understand the inconvenience this may cause and appreciate your patience as we work to restore our services. For real-time updates, please visit our website at [Insert Website URL] or contact our customer service team at [Insert Contact Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]