

Temporary Service Disruption Announcement

Dear Valued Customers,

We would like to inform you that due to **maintenance work**, our services will be temporarily disrupted from **[start date and time]** to **[end date and time]**.

During this time, the following services will be affected:

- Service 1
- Service 2
- Service 3

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or require further information, please do not hesitate to contact us at **[contact information]**.

Thank you for your patience.

Sincerely,
[Your Company Name]
[Your Position]
[Contact Information]