

Scheduled Service Update Notification

Dear [Customer's Name],

We are writing to inform you of a scheduled update to our services that will take place on [Date] from [Start Time] to [End Time]. During this period, 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 concerns, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]