

Network Connectivity Issue Notification

Dear [Recipient's Name],

I am writing to inform you of a network connectivity issue that has recently come to our attention. We have been experiencing intermittent disruptions that may affect your access to the network.

Details of the issue are as follows:

- **Date of Issue:** [Insert Date]
- **Time of Occurrence:** [Insert Time Range]
- **Affected Services:** [List Services]

We are currently investigating the cause and working to resolve the issue as quickly as possible. Our IT team is actively working on this matter, and we will keep you updated on any developments.

We appreciate your patience and understanding during this time. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]