

# Service Interruption Notice

Dear [Customer Name],

We are writing to inform you about a scheduled service interruption that will affect your [specific service] on [date] from [start time] to [end time]. This interruption is necessary to facilitate [reason for service interruption].

We apologize for any inconvenience this may cause and recommend that you plan accordingly. Our team is working diligently to minimize the downtime and restore service as quickly as possible.

If you have any questions or require further assistance, please do not hesitate to contact our support team at [contact information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]