

Service Suspension Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your service will be temporarily suspended due to [reason for suspension].

The service will be suspended starting from [start date] and is expected to resume by [end date]. We apologize for any inconvenience this may cause and appreciate your understanding.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]