

Service Disruption Update

Dear [Customer/Client Name],

We hope this message finds you well. We are writing to inform you about a temporary disruption in our services that will take place on [date] from [start time] to [end time].

This disruption is due to [brief reason for disruption], and we are working diligently to resolve the issue as quickly as possible.

We understand the inconvenience this may cause and appreciate your patience and understanding during this time. Our team will keep you updated on the status of the situation and notify you once the services have resumed.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]