

Notification of Temporary Service Unavailability

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that our [specific service] will be temporarily unavailable due to [reason - e.g., scheduled maintenance, unforeseen circumstances].

The service will be unavailable from [start date and time] to [end date and time]. We understand the inconvenience this may cause and assure you that we are working diligently to resolve the issue as quickly as possible.

During this period, our customer support team will remain available to assist you with any questions or concerns. Please feel free to reach out to us at [contact information].

We appreciate your understanding and patience during this time.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]