

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a temporary service interruption that will occur as we perform essential maintenance on our systems.

The maintenance is scheduled to take place on [Date] from [Start Time] to [End Time]. During this period, you may experience disruptions to our services.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience as we work to enhance our services for you.

If you have any questions or concerns, please feel free to reach out to our customer service team at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]