

Service Interruption Advisory

Date: [Insert Date]

Dear [Customer/Client Name],

We hope this message finds you well. We would like to inform you that due to the upcoming holiday season, our services will experience a temporary interruption.

Service Interruption Details:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Services Affected:** [List of Services]

We apologize for any inconvenience this may cause and encourage you to plan accordingly. Our team is committed to resuming regular operations promptly after the holiday period.

Thank you for your understanding and support. Should you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Wishing you a joyous holiday season!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]