

# Important Notice: Service Interruption

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you of a scheduled service interruption that may affect your membership benefits.

## Service Interruptions Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Reason:** [Insert Reason for Interruption]

During this time, you may experience limited access to our services. We recommend planning accordingly and reaching out to our member services team if you have any questions or require assistance.

We appreciate your understanding and patience as we work to improve our services.

Sincerely,

[Your Organization Name]

[Contact Information]