

# Member Service Interruption Notice

Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Address: \_\_\_\_\_

Dear [Member Name],

We are writing to inform you that your service will experience an interruption due to [reason for interruption]. This interruption is scheduled to occur on [date] from [start time] to [end time].

We understand the inconvenience this may cause and are making every effort to minimize the duration of the interruption. Our team is committed to restoring service as quickly as possible.

If you have any questions or concerns, please do not hesitate to contact our member service team at [phone number] or [email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]