

Notification of Interrupted Member Services

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you that your member services will be temporarily interrupted due to [reason for interruption]. This interruption will begin on [start date] and is expected to last until [end date].

We understand that this may cause inconvenience, and we are doing everything we can to resolve the situation as quickly as possible. During this period, you may not be able to access [specific services affected].

We appreciate your understanding and patience. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]