

# Subject: Notification of Unexpected Downtime

Dear Stakeholders,

We are writing to inform you of an unexpected downtime that occurred on [Date] at [Time]. The downtime was due to [brief explanation of the cause]. We understand the importance of keeping our systems operational and apologize for any inconvenience this may have caused.

Our technical team is currently working diligently to resolve the issue and restore services as quickly as possible. We anticipate that systems will be back online by [Estimated time for resolution]. We appreciate your patience and understanding during this time.

We will keep you updated on the situation and notify you once services are fully restored. Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]