

# Notice of Scheduled Downtime

Dear Valued Customer,

We would like to inform you that our telecommunications services will experience scheduled downtime for maintenance and upgrades.

## **Downtime Schedule:**

- **Date:** [Insert Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

During this period, you may experience interruptions in service. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please do not hesitate to contact our customer support at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Company Name]