

Dear Valued Business Client,

We hope this message finds you well. We are writing to inform you about a temporary disruption in our telecom services that may affect your business operations.

On [insert date], we experienced an unexpected service interruption due to [briefly explain reason, e.g., "network maintenance" or "technical issues"]. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your daily activities.

Our technical team is actively working to resolve these issues as quickly as possible. We anticipate that services will be restored by [insert estimated time/date]. We appreciate your patience and understanding during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer support team at [insert contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]