

# Important Notice: Service Downtime

Dear Valued Customer,

We would like to inform you that our telecom services will experience downtime due to scheduled maintenance. The maintenance will begin on **DATE** at **TIME** and is expected to last for approximately **DURATION**.

During this time, you may experience interruptions in service, including **specific services affected**. 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 need assistance, please do not hesitate to contact our support team at:

- Phone: **(123) 456-7890**
- Email: **support@telecomservice.com**

Thank you for your patience and support.

Sincerely,

The Telecom Service Team