

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of a scheduled service interruption that may affect your telecom services.

Interruption Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Duration:** Approximately [Insert Duration]

This interruption is necessary to conduct essential maintenance on our network to enhance service quality. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your services.

Thank you for your understanding and patience during this time. If you have any questions or require assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Best regards,

[Your Company Name]

[Your Company Contact Information]