

Planned Telecom Infrastructure Maintenance Alert

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you about scheduled maintenance for our telecom infrastructure that will take place on [Insert Date] from [Insert Start Time] to [Insert End Time]. This maintenance is necessary to ensure that we continue to provide you with reliable and high-quality service.

During this time, you may experience temporary disruptions to your service. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]