

# Proactive Telecom Service Reliability Maintenance

Date: [Insert Date]

Dear Valued Customer,

We would like to inform you about a scheduled maintenance activity to ensure the reliability and performance of our telecom services. This maintenance is part of our ongoing commitment to providing you with high-quality connectivity.

## Maintenance Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time] (Your Local Time)
- **Services Affected:** [Specify Services]

During this time, you may experience intermittent connectivity issues. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Company Name]  
[Your Company Title]