

Telecom Maintenance Advisory

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Company Name]

Subject: Routine Telecom Maintenance Advisory

Dear [Recipient Name],

We would like to inform you that routine maintenance will be performed on our telecom systems as part of our commitment to providing you with reliable service. The maintenance is scheduled for [start date and time] to [end date and time]. During this time, you may experience intermittent service disruptions.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems. Our team is committed to completing the maintenance as quickly and efficiently as possible.

If you have any questions or concerns, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]