

# Scheduled Telecom Service Maintenance Notification

Dear Valued Customer,

We are writing to inform you of scheduled maintenance on our telecom services that will take place on:

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

**Impact:** Temporary service interruption

During this maintenance window, our services may be temporarily unavailable. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our network.

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

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]