

Notice of Scheduled Maintenance

Dear Valued Customer,

We are writing to inform you that we will be performing essential maintenance on our telecom services aimed at optimizing your experience. The scheduled maintenance will take place on:

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time] (Timezone)

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

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]