

# Notice of Temporary Halt for Telecom Services

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our telecom services will be temporarily halted due to travel commitments from [Start Date] to [End Date]. During this period, we will not be able to provide our usual services and support.

We understand the inconvenience this may cause, and we appreciate your patience and understanding. We will resume normal operations on [Resume Date]. If you have any urgent matters, please contact us before [Start Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]