

Service Maintenance Acknowledgment

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Subject: Acknowledgment of Service Maintenance Notification

Dear [Customer Name],

We would like to acknowledge the receipt of your notification regarding the service maintenance scheduled for [Insert Date and Time]. We appreciate your diligence in keeping us informed.

Please be assured that our team is working hard to ensure that the maintenance is conducted efficiently and with minimal disruption to your service.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information]. We value your partnership and appreciate your understanding during this maintenance period.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]