

Customer Service Department

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Subject: Notice of Extended Telecom Service Interruption

Dear [Customer Name],

We are writing to inform you about an extended interruption to our telecom services that may affect you. Due to [briefly explain reason, e.g., "unexpected network maintenance"], your service has been disrupted since [insert start date].

We understand that this may cause inconvenience and we sincerely apologize for the disruption. Our team is actively working to resolve this issue and restore service as quickly as possible. We expect services to be resumed by [insert estimated resolution date].

As a valued customer, we appreciate your patience and understanding during this time. If you have any questions or require assistance, please do not hesitate to reach out to us at [insert support contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]