

Telecom Service Outage Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Service Outage Notification

Dear [Recipient's Name],

We are writing to inform you about a telecom service outage that occurred on [insert date and time]. The affected services include [list specific services affected, e.g., voice calls, internet connectivity].

The issue was caused by [briefly describe the cause, e.g., equipment failure, natural disaster] and affected customers in [mention affected locations]. Our team is actively working to resolve the issue and restore services as quickly as possible. We expect services to be resumed by [insert expected resolution time].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time. Please do not hesitate to reach out to our support team at [insert contact information] if you have any questions or require further assistance.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]