

Notification of Service Failure

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a service failure that has occurred regarding your telecom guarantees with us. Unfortunately, due to [brief description of the issue], your guaranteed services have been affected.

We understand the importance of reliable service and are actively working to resolve this matter as quickly as possible. Our team is engaged in [mention steps being taken to address the issue].

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. Rest assured, we will keep you updated on the progress of resolving this issue.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]