

System Outage Acknowledgment

Date: [Insert Date]

Dear [Recipient's Name],

We acknowledge the recent system outage that occurred on [insert date/time]. We understand the inconvenience this may have caused and appreciate your patience during this time.

Our team is currently investigating the issue and is working diligently to restore full functionality. We are committed to keeping you informed throughout this process. We expect the system to be fully operational by [insert expected resolution time].

Thank you for your understanding. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]