

Proactive Stakeholder Update on Service Interruptions

Date: [Insert Date]

Dear [Stakeholder's Name],

We are reaching out to provide you with an update regarding the recent service interruptions that may have affected our operations. Our team has been actively monitoring the situation and we want to ensure you are kept informed.

As of [Insert Date/Time], we experienced service interruptions due to [brief description of cause]. We are currently working diligently to resolve these issues and anticipate full service restoration by [insert expected resolution time].

We understand the impact these interruptions may have on your operations and we sincerely apologize for any inconvenience caused. We are committed to maintaining open lines of communication and will provide updates as necessary.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]