

Advance Shipping Interruption Advisory

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an upcoming interruption in our shipping services that may affect your orders.

Due to [reason for interruption, e.g., "unexpected weather conditions", "supply chain disruption"], our shipping services will be temporarily halted from [start date] to [end date]. We understand the importance of timely deliveries and are working diligently to resolve this matter.

We recommend preparing for this interruption by [suggested actions, e.g., "placing any urgent orders before the start date", "contacting our customer service for assistance"].

We appreciate your understanding and patience during this time. If you have any questions or need assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]