

Notice of Routine Shipping Downtime

Dear Valued Customer,

We would like to inform you that our shipping services will be temporarily unavailable due to routine maintenance. The downtime is scheduled as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]

During this period, we will not be processing or shipping any orders. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please feel free to reach out to our customer support team.

Thank you for your continued support.

Best regards,

[Your Company Name]