

# Scheduled Shipping Interruption Notification

Dear Valued Customer,

We are writing to inform you of a scheduled interruption to our shipping services.

**Interruption Date:** [Insert Date]

During this time, we will be unable to process or dispatch any orders. We apologize for any inconvenience this may cause and appreciate your understanding.

Normal shipping operations will resume on [Insert Resumption Date].

If you have any questions or concerns, please feel free to contact our customer service team.

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]