

Notification of Digital Service Usage Problem

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Digital Service Usage Problem

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an issue we have encountered with the digital service you are currently utilizing. It appears that [describe the specific problem, e.g., "there has been a disruption in service", "a feature is not functioning as expected", etc.].

We understand the importance of this service to your operations, and we are actively investigating the matter to resolve it as soon as possible. Our team is working diligently to identify the root cause and implement a solution.

If you have any questions or require further assistance during this time, please do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]