

# Service Interruption Notice

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about an upcoming service interruption that will affect your [specific service] provided by [Company Name].

The service interruption is scheduled for [start date and time] and is expected to last until [end date and time]. This decision was made in order to [brief explanation of the reason].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or require further information, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]