

Notice of Service Interruption

Dear [Customer Name],

We are writing to inform you that there will be a temporary halt in service due to [reason for service halt]. We apologize for any inconvenience this may cause.

Service will be halted starting from [start date] to [end date]. During this time, we will be working diligently to ensure that all issues are resolved and that normal service resumes promptly.

If you have any questions or require further assistance, please do not hesitate to contact our customer service department at [contact information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]