

Service Interruption Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of a scheduled service interruption that will affect your account.

Service Affected: [Insert Service Name]

Scheduled Date and Time: [Insert Date and Time]

Expected Duration: [Insert Duration]

We are committed to providing you with the best service possible, and we will do our utmost to minimize the impact of this interruption.

We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]