

# Service Pause Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your service will be temporarily paused due to [reason for pause, e.g., maintenance, updates, etc.].

The service pause will take effect on [start date] and is expected to last until [end date]. During this time, you will not be able to access your [specific service or features affected].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services. Should you have any questions or require further assistance, please feel free to contact our customer support team at [contact information].

Thank you for your understanding.

Sincerely,  
[Your Company Name]  
[Your Company Contact Information]