

Notice of IT Service Interruption

Dear [Recipient's Name],

We regret to inform you that there will be an interruption in our IT services due to [reason for interruption, e.g., scheduled maintenance, unexpected outage]. The interruption is scheduled to occur on [date] from [start time] to [end time].

During this period, the following services will be affected:

- [Service A]
- [Service B]
- [Service C]

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

If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]