

Service Disruption Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an unexpected service disruption that has affected our operations.

Details of the disruption are as follows:

- **Date of Outage:** [Insert Date]
- **Time of Outage:** [Insert Time]
- **Expected Resolution:** [Insert Expected Resolution Time]

Please be assured that our team is working diligently to resolve the issue as quickly as possible. We understand the inconvenience this may cause and sincerely apologize for any disruption to your service.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer support team at [Insert Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]