

# Important Notification: Service Pause

Dear Valued Client,

We are writing to inform you that due to unforeseen circumstances, our services will be temporarily paused starting from **DATE**.

We anticipate resuming services on **RESUME DATE**. During this period, our team will continue to be available for any inquiries via phone or email.

Please feel free to reach out to us at **PHONE NUMBER** or **EMAIL ADDRESS** if you have any questions or need assistance.

We appreciate your understanding and patience during this time.

Sincerely,

**Your Social Service Agency Name**