

# Important Update: Service Disruption

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a temporary disruption in our services that may affect your upcoming appointments.

Due to [reason for disruption], our services will be unavailable from [start date] to [end date]. During this time, we will not be able to provide [specific services affected].

We apologize for any inconvenience this may cause and are committed to assisting you during this period. Please feel free to reach out to us at [contact information] for any immediate concerns or support.

We appreciate your understanding and patience as we work through this disruption.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]