

Dear [Service User's Name],

We hope this message finds you well. We are writing to inform you about an upcoming service interruption that may affect your access to our services.

Due to [reason for interruption, e.g., maintenance, system upgrade], our services will be temporarily unavailable from [start date] to [end date]. We understand the importance of our services to you and apologize for any inconvenience this may cause.

During this interruption, we encourage you to [alternative options or resources, if applicable]. Our team is committed to ensuring a smooth transition back to full service and will keep you updated on any developments.

If you have any questions or concerns, please do not hesitate to reach out to us at [contact information]. We appreciate your understanding and cooperation during this time.

Thank you for being a valued member of our community.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]