

Service Interruption Announcement

Date: [Insert Date]

Dear [Customer/Client Name],

We hope this message finds you well. We are writing to inform you of a scheduled service interruption that will take place on [insert date] from [insert start time] to [insert end time]. This interruption is necessary to [briefly explain reason, e.g., conduct maintenance, upgrade systems].

During this time, [describe which services will be affected]. We understand that this may cause inconvenience, and we are committed to minimizing the impact on your experience.

Please feel free to reach out to our customer service team at [insert contact information] if you have any questions or concerns regarding this service interruption.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]