

Service Pause Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your service will be temporarily paused due to [insert reason, e.g., maintenance, upgrades, etc.].

The pause will take effect on [insert start date] and is expected to last until [insert end date]. During this time, you will not be able to access [insert specific service details].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services. If you have any questions or concerns, please do not hesitate to reach out to our customer support team at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]