

Currency Trading Account Maintenance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you about the maintenance of your currency trading account with us, [Company Name].

Your account number: [Account Number]

During this maintenance period, which will take place from [Start Date] to [End Date], certain functionalities of your trading account may be temporarily unavailable.

We appreciate your understanding and cooperation as we work to improve our services. Should you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or via email at [Customer Service Email Address].

Thank you for your continued trust in [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]