

Notification of Service Interruption

Dear [Customer's Name],

We hope this message finds you well. We would like to inform you that there will be a short-term interruption in our services on [date] from [start time] to [end time].

This interruption is necessary for [brief reason for interruption, e.g., scheduled maintenance, upgrades, etc.]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]