

Important Notice: Service Interruption Alert

Dear [Customer Name],

We would like to inform you that there will be an impending service interruption on [Date] from [Start Time] to [End Time]. This interruption is necessary for [reason for interruption, e.g., maintenance, upgrades].

During this time, the following services will be unavailable:

- [Service 1]
- [Service 2]
- [Service 3]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]