

Service Disruption Notification

Date: [Insert Date]

Dear [Customer/Client Name],

We are writing to inform you of a scheduled service disruption that will affect [describe the service] on [start date] from [start time] to [end time]. This disruption is necessary to [briefly explain reason, e.g., perform essential maintenance, upgrades, etc.].

During this period, you may experience [describe impact, e.g., intermittent service access, complete service outage, etc.]. We recommend [suggest alternative solutions or actions customers can take].

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 continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]