

# Important Notice: Service Shutdown Reminder

Dear [Recipient's Name],

This is a reminder that our critical service will be temporarily shut down on [Shutdown Date] at [Shutdown Time]. During this period, all services will be unavailable. We anticipate that the service will resume by [Resume Date] at [Resume Time].

Please ensure any necessary arrangements are made prior to the shutdown, as your cooperation is essential to minimize disruption. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]