

Facility Downtime Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Facility Downtime

Dear [Recipient's Name],

This letter is to inform you about the scheduled downtime of our facility. The details are as follows:

- **Downtime Start Date:** [Insert Start Date]
- **Downtime End Date:** [Insert End Date]
- **Reason for Downtime:** [Insert Reason]
- **Impacted Areas:** [Insert Impacted Areas]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our facility. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]