

# Advisory Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

## **Subject: Advisory for Contract Service Pause**

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as official notice regarding the temporary pause of services under the contract agreement dated [Insert Contract Date], due to [brief reason for pause, e.g., unforeseen circumstances, maintenance, etc.].

The pause will take effect from [Start Date] and is anticipated to last until [End Date]. We will keep you informed regarding any developments that may affect this timeline.

During this period, we will ensure that all necessary measures are in place to minimize any inconveniences. Please feel free to reach out should you have any inquiries or require further clarification.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]