

Service Interruption Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that there will be a temporary interruption in our services due to [reason for interruption, e.g., maintenance, technical issues, etc.].

The service interruption is scheduled to occur on [start date and time] and is expected to end on [end date and time]. During this time, you may experience difficulties in accessing our services.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. If you have any questions, please feel free to contact our customer service team at [customer service contact information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]