

Notice of Service Disruption

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a temporary disruption in our services that will occur on [Date] from [Start Time] to [End Time]. This disruption is due to [reason for disruption, e.g., scheduled maintenance, unexpected technical issues, etc.].

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your activities. Please be assured that we are making every effort to resolve this situation as quickly as possible.

During this time, you may experience [briefly describe what will be affected, e.g., limited access to services, downtime of applications, etc.].

If you have any questions or require assistance, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding and patience during this time.

Sincerely,
[Your Name]
[Your Position]
[Your Company]