

Temporary Service Downtime Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

We would like to inform you that we will be experiencing temporary service downtime due to [reason for downtime]. The downtime is scheduled to begin on [start date and time] and is expected to last until [end date and time].

We understand the inconvenience this may cause and appreciate your patience as we work to resolve these issues. Our team is committed to restoring full service as quickly as possible.

If you have any questions or require assistance during this period, please do not hesitate to contact our support team at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]