

Notice of Service Interruption

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of a scheduled interruption of service for your phone line (Account Number: [Insert Account Number]). This interruption is necessary due to [brief reason for interruption, e.g., maintenance, upgrading equipment].

Service Interruption Details:

- **Date of Interruption:** [Insert Date]
- **Duration:** Approximately [insert duration]
- **Reason:** [Insert Reason]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Phone Number]