

Confirmation of Planned Line Suspension

Date: [Insert date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally confirm the planned suspension of operations on the [specific line or service] as previously discussed. The suspension is scheduled to take place from [start date] to [end date].

This decision has been made to allow for essential maintenance and improvements to ensure safety and efficiency for all users. During this period, we will provide alternative arrangements to minimize disruption.

We appreciate your understanding and cooperation. Should you have any questions or require further details, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]