

Notification of Line Suspension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that due to an emergency situation, the following line will be temporarily suspended:

Line Number: [Insert Line Number]

Effective Date: [Insert Start Date]

Expected Duration: [Insert Duration]

We understand the inconvenience this may cause and appreciate your understanding during this time. Our team is working diligently to resolve the situation and restore normal operations as quickly as possible.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]