

# Service Interruption Notification

Dear Partners,

We hope this message finds you well. We are writing to inform you of a scheduled service interruption that will affect our operations.

## **Interruption Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Reason:** [Insert Reason for Interruption]
- **Impact:** [Briefly describe the impact on services]

We understand that this may cause inconvenience, and we are making every effort to minimize the disruption. Our team will be on standby to assist with any questions or concerns you may have during this period.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]