

# Service Outage Acknowledgment

Date: [Insert Date]

To: [Stakeholder's Name]

From: [Your Company Name]

Dear [Stakeholder's Name],

We are aware of the recent service outage that occurred on [insert date and time of the outage]. We acknowledge the impact this has had on your operations and appreciate your patience as we work to resolve the issue.

Our team has identified the cause of the outage and is currently implementing a solution. We anticipate that full service will be restored by [insert estimated time of resolution].

We deeply apologize for any inconvenience this may have caused and are committed to keeping you informed throughout this process. If you have any questions or require further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]