

Incident Notification: System Outage

Dear [Recipient Name],

We are writing to inform you of a system outage that occurred on [date] at [time]. This outage affected [describe affected systems/services].

Our team is actively working to resolve the issue and restore service as quickly as possible. We estimate that full functionality will be restored by [expected resolution time].

We sincerely apologize for any inconvenience this may have caused and are taking all necessary steps to prevent similar incidents in the future.

If you have any questions or need further assistance, please do not hesitate to contact our support team at [contact information].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company]