

Dear Valued Customer,

We are writing to inform you of a temporary interruption in our services due to scheduled maintenance.

Effective Date: [Start Date]

Expected Duration: [Duration]

During this period, you may experience difficulties accessing our services. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our systems.

If you have any questions or require further assistance, please do not hesitate to contact our customer support team at [Contact Information].

Thank you for your patience.

Sincerely,
[Your Company Name]