

Equipment Outage Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Equipment Outage

Dear [Recipient's Name],

We would like to inform you that the following equipment is currently experiencing an outage:

- Equipment Name: [Insert Equipment Name]
- Location: [Insert Location]
- Expected Downtime: [Insert Duration]
- Impact on Operations: [Insert Impact]

Our team is actively working to resolve the issue and we will keep you updated on the progress. We appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]