

Network Service Outage Notification

Date: [Insert Date]

Dear [Customer/Employee Name],

We are writing to inform you of a scheduled network service outage that will occur on [insert date and time]. This outage is necessary to perform essential maintenance and upgrade our systems to serve you better.

Expected Duration: [Insert Duration]

During this time, you may experience interruptions in service, including [list specific services affected]. We recommend that you plan accordingly and take any necessary precautions to minimize disruption.

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this period. If you have any questions or need further assistance, please do not hesitate to contact our support team at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Contact Information]