

# Important Service Update

Dear Valued Customers,

We are reaching out to inform you that our website will be undergoing scheduled maintenance on **[Date]** from **[Start Time]** to **[End Time]**. During this time, you may experience intermittent downtime or inability to access our site.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please don't hesitate to reach out to our customer service team at **[Contact Information]**.

Thank you for your continued support.

Sincerely,  
[Your Company Name]