

# Service Interruption Notice

Date: [Insert Date]

Dear [Customer Name],

We would like to inform you that there will be a temporary interruption of service due to [reason for interruption]. This interruption is scheduled to occur on [start date and time] and is expected to last until [end date and time].

We understand the inconvenience this may cause and are doing everything possible to minimize the disruption. During this time, you may experience [describe any effects on service].

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]