

Notice of Service Disruption

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a temporary disruption in our services that may affect your experience.

Service Details:

- **Service affected:** [Service Name]
- **Date of disruption:** [Start Date] to [End Date]
- **Reason for disruption:** [Brief Reason]

We understand that this may cause inconvenience, and we apologize for any difficulties you may experience. Our team is actively working to resolve the issue as quickly as possible.

Resolution Plan:

- We are working [describe actions taken, e.g., 'to restore service by...'].
- Estimated time for resolution: [Estimated Time]
- If you have questions, please contact us at [Contact Information].

We appreciate your understanding and patience during this time. Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Contact Information]