

Critical Service Interruption Advisory

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

We are writing to inform you of a critical service interruption that will impact [describe affected service or product] on [insert date and time]. This interruption is necessary due to [reason for the interruption].

We are committed to minimizing the impact of this interruption and are taking proactive measures to ensure a swift resolution. The service is expected to resume by [insert expected restoration date and time].

We apologize for any inconvenience this may cause and appreciate your understanding during this time. Should you have any questions or require further information, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]