

Important Announcement: Temporary Suspension of Expedited Service

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our expedited service.

Due to [reason for suspension], we regret to announce that our expedited service will be temporarily suspended starting from [start date] until [end date]. During this period, our standard service will continue to operate as usual.

We understand the inconvenience this may cause and assure you that we are taking all necessary steps to resume our expedited service as soon as possible. Your satisfaction is our priority, and we appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [contact information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]