

# Notice of Immediate Disruption in Service

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that due to [reason for disruption], there will be an immediate disruption in service affecting [specific service or area]. This disruption will commence on [start date/time] and is expected to last until [anticipated end date/time].

We understand the inconvenience this may cause and are actively working to resolve the issue as quickly as possible. We appreciate your patience and understanding during this time.

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]

[Your Company]

[Contact Information]