

Urgent Notification of Service Interruption

Dear Valued Customer,

We are writing to inform you of an urgent service interruption that will affect your account.

Date of Interruption: [Insert Date]

Time of Interruption: [Insert Time]

Expected Duration: [Insert Duration]

Reason for Interruption: [Insert Reason]

We understand the importance of our services to your daily operations and sincerely apologize for the inconvenience this may cause. Our team is working diligently to resolve the issue as quickly as possible.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Company Name]

[Your Company Contact Information]