

# Notice of Temporary Service Suspension

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to inform you that due to emergency repairs, we will be temporarily suspending our services at your location. This necessary action is to ensure the safety and reliability of our services.

The suspension of service will begin on [start date] and we expect to resume normal operations by [anticipated end date]. During this period, we will be working diligently to resolve the issues as quickly as possible.

We understand the inconvenience this may cause and appreciate your understanding and patience. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]