

Critical Service Halt Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Critical Service Halt Notification

Dear [Recipient's Name],

We regret to inform you that our critical service, [Service Name], will experience an unexpected halt due to [brief reason, e.g., technical issues, maintenance, etc.]. The interruption is scheduled to begin on [Start Date and Time] and is anticipated to last until [End Date and Time].

We understand the impact this may have on your operations and are committed to rectifying the situation as swiftly as possible. Our team is actively working to resolve the issues and will keep you updated on our progress.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]