

Notification of Service Disruption

Dear Valued Customer,

We are writing to inform you of a recent disruption in our services that may impact your experience with us. On **[Date]**, we encountered an unexpected technical issue that affected our **[specific service or product]**.

We understand the importance of our services to you, and we sincerely apologize for any inconvenience this may have caused. Our team is working diligently to resolve the issue and restore full functionality as soon as possible.

As of now, we anticipate that the service will be fully restored by **[expected resolution date]**. We appreciate your patience and understanding during this time.

If you have any questions or need assistance, please feel free to contact our customer support team at **[contact information]** or visit our website at **[website link]**.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Company]