

# Maintenance Service Interruption Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to inform you that there will be a scheduled maintenance service interruption on [insert date and time]. This is necessary to ensure that our services remain efficient and effective.

The services affected will include: [List affected services]. We anticipate that the interruption will last for approximately [duration].

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this maintenance period.

If you have any questions or require further information, please do not hesitate to contact us at [insert contact details].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]