

Planned Service Disruption Notification

Date: [Insert Date]

Dear [Customer/Client Name],

We are writing to inform you of a planned service disruption that will occur on [insert date(s)] from [start time] to [end time]. This interruption is necessary to [briefly explain reason, e.g., maintain our systems, perform upgrades, etc.].

During this time, [describe which services will be unavailable]. We understand the inconvenience this may cause and are committed to minimizing any disruption to your service.

If you have any questions or need assistance, please do not hesitate to contact our support team at [insert contact information].

Thank you for your understanding and support as we work to improve our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]