

Service Downtime Notification

Dear [Customer Name],

We regret to inform you that our service is currently experiencing unscheduled downtime. This downtime began on [Start Date and Time] and is affecting [brief description of impacted services].

Our team is actively working to resolve the issue and restore full functionality as quickly as possible.

We appreciate your understanding and patience during this time.

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

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]