

Dear Valued Customer,

We are writing to inform you of an upcoming service interruption that may affect your experience with us.

Date of Interruption: [Insert Date]

Time: [Insert Time]

Estimated Duration: [Insert Duration]

During this time, our services may be temporarily unavailable as we perform necessary maintenance and upgrades to enhance our offerings. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your patience and loyalty.

Sincerely,

[Your Company Name]