

Telephone Service Interruption Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you that your telephone service will be temporarily interrupted due to [reason for interruption, e.g., maintenance work, technical upgrades]. This interruption is scheduled to occur on [date] from [start time] to [end time].

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 feel free to contact our customer service at [customer service phone number] or [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]