

Network Service Outage Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a network service outage that is currently affecting our services. The outage began on [Insert Start Time] and is expected to last until [Insert Estimated End Time]. We understand the importance of our services to your operations and are actively working to resolve the issue.

Reason for Outage: [Briefly describe the reason for the outage, e.g., maintenance, technical issues]

We apologize for any inconvenience this may cause and appreciate your understanding during this time. We will provide updates as more information becomes available and notify you as soon as the service is restored.

If you have any questions or require assistance, please do not hesitate to contact our support team at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]