

# Dear Valued Clients,

We hope this message finds you well. We are writing to inform you about a temporary service disruption that will be taking place on [insert date]. This disruption is necessary to perform essential maintenance and upgrades to our systems.

The service will be unavailable from [start time] to [end time]. We understand the importance of our services to your operations and are doing everything possible to minimize the impact.

We appreciate your understanding and patience during this time. If you have any questions, please do not hesitate to reach out to our customer support team at [contact information].

Thank you for your continued support.

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