

Service Interruption Notice

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We are writing to inform you that there will be a temporary interruption in our services due to [reason for interruption]. The service interruption will occur from [start date] to [end date].

During this period, we will be unable to fulfill orders and provide our usual services. We understand the inconvenience this may cause and are taking necessary steps to minimize the impact. We kindly ask for your understanding and cooperation during this time.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]