

# Notification of Service Disruption

Date: [Insert Date]

To: [Customer's Name]

Company: [Customer's Company]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a temporary disruption in our services due to [briefly explain reason, e.g., unforeseen circumstances, equipment failure, etc.].

We understand the importance of our services to your operations and are making every effort to resolve the issue as quickly as possible. The expected timeline for resolution is [insert estimated time frame].

During this period, we encourage you to reach out to us with any questions or concerns you may have. Our customer service team remains available to assist you at [contact information].

We appreciate your understanding and patience during this time and will keep you updated on our progress.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]