

Notification of Service Unavailability

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our services will be temporarily unavailable due to [reason for unavailability].

The service disruption will start on [start date and time] and is expected to last until [end date and time]. We are working diligently to resolve this issue and minimize the downtime.

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

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

Thank you for your understanding.

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