

Letter of Apology for Service Disruption

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Customer/Client Name],

We hope this message finds you well. We are writing to inform you about a recent service disruption that has affected our operations. We sincerely apologize for any inconvenience this may have caused you and your team.

The service interruption occurred on [specify date and time], due to [briefly describe the reason for the disruption]. We understand the impact this may have had on your experience and operations, and we are actively working to resolve the issue.

We take these matters seriously and have implemented measures to prevent such disruptions from occurring in the future. Your satisfaction is our top priority, and we appreciate your understanding during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]