

Notice of Unscheduled Service Downtime

Dear Valued Customer,

We are writing to inform you of an unscheduled downtime affecting our services. Unfortunately, due to unforeseen circumstances, our system will be temporarily unavailable.

Downtime Details:

- **Start Time:** [Insert Start Time]
- **Estimated End Time:** [Insert Estimated End Time]
- **Impacted Services:** [List of Affected Services]

We apologize for any inconvenience this may cause and are working diligently to resolve the issue. We will keep you updated on our progress.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Contact Information]