

Dear Valued Client,

We are writing to inform you of a temporary disruption in our utility services that may affect your business operations.

Date of Disruption: [Insert Date]

Expected Duration: [Insert Duration]

This disruption is due to [brief explanation of the reason, e.g., maintenance, upgrades, etc.], and we are making every effort to minimize the inconvenience.

During this time, we recommend the following steps to mitigate any impact:

- [Tip 1]
- [Tip 2]
- [Tip 3]

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation. Our team is working diligently to resolve the issue as quickly as possible.

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

Thank you for your patience during this time.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Contact Information]