

# Service Disruption Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to acknowledge the disruption of service that you experienced on [specific date]. We understand how important our services are to you, and we sincerely apologize for any inconvenience this may have caused.

We are actively working to resolve the issue and are committed to restoring services as soon as possible. We appreciate your patience and understanding during this time.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]