

Notice of Reduced Service Offerings

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that, due to [reason for reduced services], we will be implementing a temporary reduction of our services effective [start date].

The following services will be affected:

- [Service 1]
- [Service 2]
- [Service 3]

We understand this may be inconvenient, and we are committed to resuming full service as soon as possible. In the meantime, our team is available to answer any questions you may have.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]