

Notice of Service Availability Cuts

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of upcoming changes to our service availability. Due to [reason for the cuts], we will be implementing temporary reductions in our service hours effective from [start date] to [end date].

The affected services include:

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

We understand that this may cause inconvenience, and we are committed to minimizing the impact during this period. We encourage you to reach out to us with any questions or concerns you may have.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]