

Notification of Service-Related Problems

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of a service-related issue that may affect your experience with us. Our team has identified problems related to [describe the service or issue briefly].

We are currently working diligently to resolve the situation and anticipate that normal service will resume by [expected resolution date]. We appreciate your patience and understanding as we work through these challenges.

If you have any questions or concerns, please do not hesitate to contact our customer support team at [contact information].

Thank you for your understanding.

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