

Planned Service Interruption Notification

Date: [Insert Date]

Dear [Customer/Client Name],

We are writing to inform you of a planned service interruption that will affect [describe service] on [insert date] from [start time] to [end time]. This interruption is necessary to [briefly explain the reason, e.g., perform maintenance, upgrade systems, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please feel free to contact us at [insert contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]