

Notice of Unplanned System Outage

Dear [Recipient's Name],

We regret to inform you that our system experienced an unplanned outage on [Date] at [Time]. The outage was caused by [brief explanation of the cause, if known].

Our team is currently working diligently to resolve the issue and restore services as quickly as possible. We understand the impact this has on your operations, and we appreciate your patience during this time.

We expect to have the system back online by [Estimated Time to Restore]. We will keep you updated with any further developments.

If you have any immediate concerns, please contact our support team at [Support Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]