[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Service Interruption**

Dear [Customer’s Name],

We are writing to inform you about a planned/unexpected service interruption affecting [specific service/product], scheduled to occur on [Date] from [Start Time] to [End Time].

**Reason for Interruption**:

The interruption is necessary due to [*reason, e.g., “scheduled maintenance,” “system upgrades,” or “unexpected technical issues”*]. We are undertaking these efforts to ensure that our services continue to meet your expectations and function at optimal levels.

**What You Need to Know**:

* **Service Affected**: [*Specify the service/product*]
* **Duration**: [Start Time] to [End Time], [Date]
* **Impact**: [*Briefly describe how the interruption may affect the customer, e.g., “Access to [feature or system] will be temporarily unavailable.”*]

**What We’re Doing**:

Our team is working diligently to minimize the duration and impact of this interruption. We are committed to resolving the issue promptly and ensuring the system is fully operational as soon as possible.

**How to Reach Us**:

If you have any questions or concerns regarding this interruption, please contact us at [Email Address/Phone Number]. Our support team will be available to assist you throughout this period.

We sincerely apologize for any inconvenience this may cause and thank you for your understanding and patience as we work to enhance our services.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]