

Notice of service interruption

Subject: Service Interruption Notification

Dear Customer,

We regret to inform you that due to [reason, e.g., maintenance or system upgrade], our services will be temporarily unavailable on [Date] from [Start Time] to [End Time]. We apologize for any inconvenience this may cause and assure you that our team is working diligently to minimize the downtime.

Your patience and understanding are greatly appreciated as we improve our systems to serve you better.

Kind regards,

[Your Company Name]

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