

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Internet and Cable Service Disruption

Dear [Customer Name],

We are writing to inform you that we will be performing scheduled maintenance on our network infrastructure in your area. This work is necessary to improve the quality and reliability of your services.

Please be advised that your internet and cable TV services will be temporarily unavailable during the following period:

- **Date:** [Date of Disruption]
- **Start Time:** [Start Time]
- **Estimated End Time:** [End Time]

During this window, you may experience intermittent connectivity or a total loss of signal. We recommend that you save any important online work prior to the start time.

Once the maintenance is complete, your services should restore automatically. If your connection does not return after the scheduled end time, please try restarting your modem and cable box.

We apologize for any inconvenience this may cause and thank you for your patience as we upgrade our network.

Sincerely,

[Your Name/Company Name]

[Customer Support Department]

[Phone Number]

[Website]