

[Company Name]  
[Department Name]  
[Date]

**Subject: Notice of Temporary Internet and Cable Interruption**

Dear Valued Customer,

This letter is to inform you that we will be performing scheduled network maintenance in your area. This work is necessary to improve system stability and provide better service quality.

Please be advised that your **Internet and Cable TV services** will be temporarily unavailable during the following window:

- **Start Date:** [Day of week, Date]
- **Start Time:** [Time AM/PM]
- **Estimated Completion:** [Time AM/PM]
- **Total Duration:** [Number] Hours

Once the maintenance is complete, your services should restore automatically. If your connection does not return, we recommend restarting your modem or cable box by unplugging the power cord for 30 seconds and then plugging it back in.

We apologize for any inconvenience this temporary outage may cause and appreciate your patience as we upgrade our infrastructure.

If you have any questions, please contact our support team at [Phone Number] or visit [Website URL].

Sincerely,

[Sender Name]  
[Sender Title]