

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DNS Server Outage Notification

We are writing to inform you of an unforeseen outage affecting our DNS servers that occurred on [outage date and time]. As a result, users may experience difficulties accessing our services.

Our technical team is actively working to resolve the issue and restore normal operations. We expect to have the systems back online by [estimated resolution time]. We apologize for any inconvenience this may cause and appreciate your patience as we rectify the situation.

Please feel free to reach out to our support team at [support email or phone number] for further assistance or if you have any concerns.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Contact Information]