

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Xbox Live Service Outage Notification

We are writing to inform you of a temporary outage affecting Xbox Live services. This interruption began on [start date/time] and is expected to last until [estimated end date/time]. Our team is actively working to resolve the issue and restore services as quickly as possible.

During this outage, you may experience difficulties accessing your Xbox Live account, online multiplayer features, and other related services. We understand how important these services are to you and appreciate your patience during this time.

For updates on the status of our services, please visit [website link or social media handles]. We will keep you informed as we work to resolve the issue.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]