

Error Notification - System Failure

Subject: System Error Notification - Immediate Attention Required

Dear [Recipient Name],

We are writing to inform you of a critical system error that occurred on [Date] at [Time]. The error has impacted [specific system/service/process] and requires immediate attention.

Error Details:

- Error Code: [Error Code]
- System Affected: [System Name]
- Time of Occurrence: [Timestamp]
- Impact Level: [High/Medium/Low]

The error has resulted in [describe the consequences: data loss, service interruption, delayed processing, etc.]. Our technical team is currently investigating the root cause and working to resolve the issue as quickly as possible.

We sincerely apologize for any inconvenience this may cause. We estimate that the system will be fully operational by [estimated time/date]. We will keep you informed of our progress and notify you immediately once the issue is resolved.

If you have any questions or concerns, please contact our support team at [contact information].

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

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