



Manual: Human Resources	Policy Number: AODA-6
Section: AODA	Policy Name: Disruption In Service Notification
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## AODA - Accessibility Standards for Customer Service Disruption in Service Notification

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Dear Valued Customers,

The (insert goods or services that are unavailable) will be out of service for (insert reason for disruption) from (insert appropriate date) until (if known, insert appropriate date).

*The following alternative services and options are available:*

- (list options)

We regret any inconvenience this may cause. If you have questions or concerns, please contact (Name, Title, E-mail, telephone).

Thank you for your understanding and patience. We appreciate your business, and look forward to seeing you again soon!

Management