Date:

**Subject: Announcement for Discontinued Bank Services**

To whomever it concerns,

Being the manager of ABS Bank, Main City Area Branch, I would like to announce the discontinuation of bank services for 24 hours on Thursday, 25th May. We are terribly sorry for this temporary inconvenience as this is because of monthly maintenance.

We hope that you will understand the situation. All the bank services will automatically continue working after 24 hours. If you face any issue or problem after 24 hours, you can contact us via our helpline.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]