



Accessibility for Ontarians with Disabilities Act (AODA) Disruption in Service Notification

Dear Valued Customers,

The **(Insert Appropriate Service or Piece of Technology)** will be out of service from **(Insert Appropriate Date)** until **(Insert Appropriate Date)** for routine scheduled maintenance.

OPTIONAL:

We have made arrangements for alternative access through **(Insert Appropriate Information)**.

We regret any inconvenience this may cause. If you have questions or concerns, please contact the Human Resources Department.

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

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