

# Important Notification: Upcoming Utility Service Interruption

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of an impending interruption in your utility service. This is part of our ongoing efforts to enhance service reliability.

## Scheduled Interruption Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Area:** [Insert Location or Service Area]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. We recommend making any necessary preparations during this time.

If you have any questions or concerns, please feel free to contact our customer service at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]