

Water Service Shutdown Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that there will be a temporary shutdown of water service in your area due to [reason for shutdown, e.g., maintenance, repairs, upgrades].

Shutdown Details:

- **Date:** [Insert Shutdown Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Areas:** [List affected areas or addresses]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our water service. We encourage you to store an adequate supply of water for your needs during this time.

If you have any questions or concerns, please do not hesitate to contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]