

Notice of Utility Service Interruption

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an upcoming interruption to your utility services, specifically [specify utility e.g., water, electricity, gas]. The service interruption is scheduled for [insert date and time], due to [reason for interruption].

Please take the necessary precautions to prepare for this interruption, including:

- Stocking up on essential supplies.
- Energy-saving measures if applicable.
- Assessing any equipment that may be affected.

We understand that this may cause some inconvenience, and we appreciate your understanding and cooperation during this time. Should you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]