

Notice of Utility Cutoff

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to inform you that the utilities at your residence (electricity, water, gas) will be temporarily cut off due to [reason for cutoff, e.g., maintenance, non-payment]. The cutoff will take place on [insert date and time] and is expected to last until [insert expected restoration time].

Please take the necessary precautions to ensure your comfort and safety during this time. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or require assistance, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Property Management Name]

[Your Contact Information]