

Utility Service Interruption Warning

Date: [Insert Date]

Dear [Customer's Name],

We wish to inform you that there will be a scheduled interruption of service for [type of utility, e.g., water, electricity] in your area. This interruption is necessary for [reason for interruption, e.g., maintenance, repairs, upgrades].

Details of the interruption are as follows:

- **Date of Interruption:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Area:** [Insert Area or Address]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]