

Subject: Notification of Electrical Line Failure

Dear [Recipient's Name],

This letter is to inform you that we have experienced a failure in the electrical line servicing your area on [Date]. Our team was alerted to the issue at approximately [Time], and we are currently assessing the situation.

We understand the importance of reliable electricity and are working diligently to restore service. Our technicians are on-site and expect to resolve the issue by [Estimated Time of Repair].

We appreciate your patience and understanding during this time. If you have any further questions or require assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]