

Emergency Utility Line Report

Date: [Insert Date]

To: [Utility Company Name]

From: [Your Name]

Subject: Emergency Utility Line Report

Dear [Utility Company Contact],

I am writing to inform you of an emergency situation regarding the utility line located at [insert location]. We have identified a potential issue that requires immediate attention due to [briefly describe the issue, e.g., leakage, damage, or other emergencies].

Details of the situation are as follows:

- **Issue Identified:** [Describe the issue]
- **Location:** [Provide specific location]
- **Date and Time of Incident:** [Insert date and time]
- **Contact Information:** [Your contact details]

We appreciate your prompt attention to this matter to prevent any further issues. Please feel free to contact me at [your phone number] or [your email address] if you require any more information.

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]