

# Utility Infrastructure Damage Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an incident involving damage to the utility infrastructure in your area. On [insert date of incident], our team discovered damage to [specify infrastructure, e.g., water line, gas line, electrical lines] located at [insert location].

This damage may cause [describe potential impact, e.g., service disruption, safety hazards] and we are taking immediate action to assess and repair the area. Our team is working diligently to minimize any inconvenience to you and the surrounding community.

We appreciate your understanding and cooperation as we address this matter. If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]