

# Notice of Essential Utility Shutdown

Dear Residents,

We are writing to inform you of a scheduled essential utility shutdown that will affect your area.

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

**Impact:** Water, electricity, or gas supply will be temporarily suspended.

The shutdown is necessary to perform critical maintenance work to ensure the reliability of our services.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]