

Electricity Disruption Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Electricity Disruption Report

Dear [Recipient Name],

I am writing to inform you about a recent disruption of electricity services that occurred on [insert date of disruption]. The disruption was reported at approximately [insert time].

The affected areas include:

- [Area 1]
- [Area 2]
- [Area 3]

The cause of the disruption was determined to be [insert cause if known]. Our team is currently working to address the issue and restore electricity services as soon as possible.

We anticipate that services will be restored by [insert estimated restoration time]. We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any further questions or concerns, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]