

# Temporary Electricity Loss Report

Date: [Insert Date]

To,  
[Utility Company Name]  
[Utility Company Address]  
[City, State, Zip Code]

Subject: Report of Temporary Electricity Loss

Dear Customer Service Team,

I am writing to formally report a temporary loss of electricity at my residence located at [Your Address]. The power outage occurred on [Insert Date and Time] and lasted for approximately [Duration].

This incident has caused inconvenience and disruption to my daily activities, and I would appreciate your immediate attention to this matter. Additionally, I kindly request information regarding the cause of the outage and any measures being taken to prevent future occurrences.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]