

Utility Service Interruption Update

Date: [Insert Date]

Dear [Customer Name],

We are reaching out to inform you about a temporary interruption in your utility service that is scheduled to take place on [Insert Date] from [Start Time] to [End Time]. This interruption is necessary to [briefly explain reason, e.g., perform essential maintenance, upgrade our infrastructure, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. Please ensure that you make any necessary arrangements to minimize the impact of this interruption.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]