

Community Water Maintenance Advisory

Date: [Insert Date]

Dear [Community Name] Residents,

We hope this message finds you well. This is to inform you that scheduled maintenance for our community water system will be conducted on [Start Date] through [End Date].

During this period, residents may experience temporary disruptions in water service or variations in water pressure. We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure the quality and reliability of our water supply.

Please make necessary preparations, such as storing an adequate supply of water for daily use during the maintenance period.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]