

Emergency Water Main Break Notification

Date: [Insert Date]

Dear Residents,

We are writing to inform you that a water main break has occurred in your area. Our team is currently assessing the situation and working diligently to resolve the issue as quickly as possible.

Details of the Incident:

- Location: [Insert Location]
- Time of Incident: [Insert Time]
- Expected Resolution Time: [Insert Estimated Resolution Time]

During this period, you may experience low water pressure or temporary water service interruptions. We recommend that you collect and store enough water for your immediate needs.

We apologize for any inconvenience this may cause and appreciate your understanding and patience as we work to restore service. For real-time updates, please check our website or contact our customer service center at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]