

# Important Water Service Alert

Date: [Insert Date]

Dear [Customer's Name],

We are reaching out to inform you of a significant change in your water service due to [reason for the alert, e.g., maintenance, repair, contamination, etc.]. This may affect your water supply and quality.

## Details of the Alert:

- **Issue:** [Describe the issue]
- **Location:** [Specify affected areas]
- **Expected Duration:** [Provide timeframe]

During this time, we recommend [provide customer advice, e.g., boiling water, using bottled water, etc.]. We are working diligently to resolve this issue and restore service as soon as possible.

If you have any questions or concerns, please do not hesitate to contact us at [customer service phone number] or [email address]. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]