

Water Supply Advisory

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a temporary disruption in the water supply due to a pipeline damage that has occurred in your area. Our maintenance team is currently working diligently to assess and repair the damage.

Please be advised of the following:

- Expected Date of Repair Completion: [Insert Date]
- Areas Affected: [List of Areas]
- Alternative Water Supply: [Details on Alternative Water Source, if any]

We understand the inconvenience this may cause and appreciate your patience and understanding as we restore full water service. For any urgent concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]