

Service Alert Notification

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a notification regarding the scheduled maintenance of the illumination poles in your area. As part of our commitment to community safety and service, we will be conducting repairs and upgrades to ensure optimal lighting conditions.

Details of the Service:

- **Location:** [Insert Area/Location]
- **Date of Service:** [Insert Date]
- **Duration:** Approximately [Insert Duration]
- **Contact Information:** [Insert Contact Details]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our community's lighting infrastructure. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]