

Advanced Notice of Utility Service Interruption

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you of an upcoming interruption to your utility service. This interruption is necessary for [reason for interruption, e.g., maintenance, upgrades, etc.] and is scheduled for [start date and time] to [end date and time].

We apologize for any inconvenience this may cause and appreciate your understanding as we complete this essential work. Please ensure that you make any necessary arrangements during this period.

If you have any questions or require further assistance, feel free to contact us at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]