

Important Notice to Our Tenants

Date: [Insert Date]

Dear Valued Tenants,

We are writing to inform you of an emergency interruption in utility services due to [briefly explain reason, e.g., maintenance, repair, etc.]. The services affected will include:

- Water
- Gas
- Electricity

The interruption is scheduled to begin on [start date and time] and is expected to last until [end date and time]. We understand that this may cause inconvenience, and we apologize for any disruptions this may create in your daily routine.

We are working diligently to restore services as quickly and efficiently as possible. Please ensure that you prepare accordingly and stock up on essential supplies during this time.

If you have any questions or require further assistance, please do not hesitate to contact our office at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]