

Important Notice: Planned Utility Maintenance

Dear Residents,

We would like to inform you that there will be scheduled utility maintenance in your area. This is necessary to ensure the continued reliability and safety of our services.

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Impact: During this time, there may be temporary interruptions to your utility service. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our infrastructure.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Utility Company Name]