

Temporary Utility Change Notification

Date: [Insert Date]

Dear [Tenant's Name],

We are writing to inform you about a temporary change to your utility services at [Property Address]. This change will be effective from [Start Date] to [End Date].

During this period, the following adjustments will take place:

- Water supply may be intermittently unavailable due to maintenance work.
- Electricity supply may experience brief outages as we upgrade our systems.
- Gas service will be temporarily disabled for safety inspections and maintenance.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. If you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]