

# Utility Disruption Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that there will be a disruption in utility services at your residence due to [reason for disruption, e.g., maintenance, repairs, etc.].

**Service Affected:** [e.g., Water, Electricity, Gas]

**Date of Disruption:** [Start Date] to [End Date]

**Expected Restoration Time:** [Insert expected time for service restoration]

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]