

# Advisory Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that due to [reason for potential service cut, e.g., non-payment, maintenance work], your electrical service may be interrupted temporarily.

The scheduled date for the potential service cut is [Insert Date]. We recommend that you take the necessary steps to avoid any inconvenience. If you wish to discuss this matter or require assistance, please contact us at [Insert Contact Information].

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]