

Emergency Water Service Maintenance Alert

Date: [Insert Date]

Dear Residents,

We are writing to inform you of an emergency maintenance situation that will affect your water service. Due to unforeseen circumstances, we will need to perform urgent repairs to our water distribution system.

Maintenance Schedule:

Start Date and Time: [Insert Start Date and Time]

End Date and Time: [Insert End Date and Time]

During this time, water service will be temporarily disrupted. We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

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

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]