

# Notice of Planned Water System Maintenance

Dear [Customer Name],

We are writing to inform you of scheduled maintenance work on our water system that will take place on [Date] from [Start Time] to [End Time]. This maintenance is necessary to ensure the continued reliability and quality of our water services.

## Maintenance Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Affected Areas:** [List of Areas]
- **Purpose:** [Brief description of the purpose of the maintenance]

During this time, you may experience temporary disruptions to your water 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 us at [Contact Information].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]