

Scheduled Water Maintenance Notice

Dear Residents,

We would like to inform you that there will be scheduled water maintenance in your area on **[Date]** from **[Start Time]** to **[End Time]**. During this time, water service may be temporarily interrupted.

The maintenance is necessary to ensure the continued reliability and quality of our water supply.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or require further information, please feel free to contact our customer service at **[Phone Number]** or **[Email Address]**.

Thank you for your attention to this matter.

Sincerely,

[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]