

Utility Service Interruption Notice

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that there will be an interruption in your utility service at your residence located at [Customer Address]. This interruption is necessary due to [reason for interruption] and is scheduled to occur on [date and time of interruption].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]