

# Utility Service Interruption Update

Dear [Business Name],

We are writing to inform you of a scheduled interruption in utility services that will affect your account.

**Date of Interruption:** [Insert Date]

**Expected Duration:** [Insert Duration]

This interruption is necessary to perform essential maintenance and upgrades to our services, ensuring reliability and improved performance in the future.

We apologize for any inconvenience this may cause and appreciate your understanding. Should you have any questions or concerns, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your business and continued support.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]