

# Notice of Impending Utility Service Disruption

Date: [Insert Date]

To: [Contractor's Name]

Company Name: [Contractor's Company Name]

Address: [Contractor's Company Address]

Dear [Contractor's Name],

We are writing to inform you of an impending disruption in utility services that may affect your ongoing projects. This disruption is scheduled to occur on [insert date and time] due to [reason for disruption].

During this time, the following services will be impacted:

- [Service 1]
- [Service 2]
- [Service 3]

We recommend that you take the necessary precautions to mitigate any potential impact on your work. Should you have any queries or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]