

Notification of Utility Service Outage

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

This letter is to inform you about a utility service outage that has been reported in the area where our project is currently ongoing. We are experiencing disruptions in [specify utility, e.g., electricity, water] which may affect our scheduled work.

We are currently coordinating with the utility provider to understand the duration and expected resolution of the outage. Please be prepared to adjust your work schedule accordingly. We will keep you updated with any developments.

If you have any questions or require further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]