

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the utility service disruption that has affected [specific details of the disruption] at [location]. As discussed, it has been [duration] since this issue was raised, and we would like to know the current status of the resolution efforts.

Please provide an update on the steps being taken to resolve this matter and the anticipated timeline for restoration of service. It is essential for us to have this resolved promptly due to [specific reasons, if applicable].

Sincerely,

[Your Name]