

Formal Notice Regarding Utility Service Issues

Date: [Insert Date]

To:

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, ZIP Code]

Dear [Contractor's Name],

I am writing to formally notify you of several ongoing issues concerning the utility services provided at [Project Address or Location]. These matters require immediate attention to ensure compliance with our service level agreements and to minimize disruption.

The specific issues are as follows:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

We request that you address these issues within [Specify Timeframe], as failure to do so may result in further action. Please confirm receipt of this notice and provide a plan of action regarding the resolution of these matters.

Thank you for your prompt attention to this issue. We look forward to your swift response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]