

Reminder: Scheduled Utility Service Shutdown

Dear [Contractor's Name],

This is a reminder regarding the scheduled utility service shutdown on [Date] at [Time]. Please ensure that all necessary preparations are completed prior to this date to minimize any disruptions.

Details of the shutdown are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Service Affected:** [Insert Service Details]

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]