

Request for Contractor Cooperation

Date: [Insert Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are reaching out to inform you of a scheduled utility service disruption expected to take place on [insert dates]. This disruption may affect ongoing projects and operations in your area. We request your cooperation during this time to ensure minimal impact on the workflow.

During the service disruption, we kindly ask that you:

- Adjust any scheduled activities that may be affected.
- Communicate with your teams regarding changes to project timelines.
- Coordinate with us for any immediate needs or concerns.

We appreciate your understanding and cooperation in this matter and are available to discuss any questions or concerns you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]