

Update on Utility Service Interruption

Date: [Insert Date]

Dear [Contractor's Name],

We are writing to inform you about an interruption in utility services that may affect your ongoing work at [Project/Location Name]. The interruption is scheduled to take place on [Start Date] and is expected to last until [End Date].

The utility provider, [Utility Company Name], has notified us that the interruption is necessary for [reason for interruption]. We understand the importance of continuous services for your work, and we are coordinating with the utility company to minimize any disruptions.

We recommend that you plan accordingly and make any necessary adjustments to your project timelines. Please feel free to reach out to us if you have any questions or require further information.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]