

Important Notice: Utility Service Interruption

Date: [Insert Date]

Dear [Customer's Name],

We would like to inform you that there will be a temporary interruption of your utility service due to [reason for interruption]. The interruption is scheduled for [start date and time] and is expected to last until [end date and time].

We understand the inconvenience this may cause and appreciate your patience and understanding during this time. Our team is working diligently to ensure that the service is restored as quickly as possible.

If you have any questions or require further assistance, please do not hesitate to contact our customer service hotline at [customer service phone number] or email us at [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Utility Company Name]

[Your Company Contact Information]