

Notification of Utility Service Expansion

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We are excited to inform you that [Utility Company Name] is expanding its services in your area. This expansion aims to enhance the availability and quality of our utility services, ensuring that our valued customers continue to receive the best possible service.

Effective [Insert Effective Date], residents in [Specify Area/Neighborhood] will have access to [Specify Utility Service(s) being expanded, e.g., electricity, water, natural gas]. This initiative is part of our commitment to providing reliable and sustainable services to the community.

We encourage you to reach out to our customer service team at [Insert Contact Information] if you have any questions or need assistance in switching to our services.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]

[Company Website]