

Utility Service Expansion Notification

Date: [Insert Date]

Recipient Name
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

We are pleased to inform you that [Utility Company Name] will be expanding its services to your area. This expansion aims to improve the quality and reliability of utility services available to our customers.

Your new utility service is scheduled to begin on [Start Date]. Our dedicated team will be working diligently to ensure a smooth transition and to minimize any disruptions during the process.

If you have any questions or need further information, please feel free to contact our customer service department at [Phone Number] or [Email Address].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Utility Company Name]
[Company Address]
[Phone Number]
[Email Address]