

# Notice of Scheduled Maintenance

Dear Valued Customer,

We would like to inform you that scheduled maintenance will take place on **date** from **start time** to **end time**. During this period, certain utility services will be temporarily affected.

The affected services include:

- Service 1
- Service 2
- Service 3

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please do not hesitate to contact us at **contact information**.

Thank you for your understanding.

Sincerely,

**Your Company Name**  
**Your Company Contact Information**