

Notice of Temporary Utility Service Outage

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you about a scheduled temporary outage of utility services in your area. This outage is necessary to perform essential maintenance and upgrades to our systems.

Details of the Outage:

- **Date of Outage:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Area:** [Insert Affected Area]

We understand that disruptions like this can be inconvenient, and we apologize for any inconvenience this may cause. We are committed to restoring services as quickly and efficiently as possible.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]