

Notice of Unexpected Utility Service Interruption

Dear Valued Customers,

We regret to inform you that due to unforeseen circumstances, there will be a temporary interruption in our utility services.

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

This interruption is necessary to address [brief explanation of the reason, e.g., maintenance work, emergency repairs, etc.]. We are making every effort to minimize the duration and impact of this interruption.

We understand the inconvenience this may cause, and we sincerely appreciate your patience and understanding during this time.

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

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Contact Information]