

Utility Service Upgrade Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that as part of our ongoing commitment to providing reliable utility services, we will be upgrading our infrastructure to accommodate our expanded locations in your area.

The upgrade will begin on [Start Date] and is expected to be completed by [End Date]. During this period, there may be temporary service interruptions. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or require further information, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]