

Electricity Service Disruption Report

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Representative],

I am writing to formally report a disruption in electricity service at my residence/business located at [Insert Address]. The disruption has been ongoing since [Insert Start Time and Date] and has caused significant inconvenience.

Details of the Disruption:

- **Service Address:** [Insert Address]
- **Date and Time of Outage:** [Insert Date and Time]
- **Description of the Issue:** [Provide a brief description of the issue]

I kindly request your prompt attention to this matter. Please let me know when we can expect service restoration.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]