

# Emergency Utility Service Outage Report

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip Code]

Dear [Utility Company Name],

I am writing to report an emergency outage of utility services in our area. The details are as follows:

- **Type of Utility:** [Electricity/Water/Gas]
- **Location of Outage:** [Your Address or Area Description]
- **Date and Time of Outage:** [Insert Date and Time]
- **Description of the Issue:** [Brief description of the problem]

We request your immediate attention to this matter. Please let us know the estimated time for service restoration and any precautions we should take in the meantime.

Thank you for your prompt attention to this urgent issue.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]