

Notice of Temporary Utility Outage

Date: [Insert Date]

Dear Residents,

We are writing to inform you that there will be a temporary interruption in utility services due to necessary maintenance work.

Outage Schedule:

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Affected Utility: [Electricity/Water/Gas]

We understand the inconvenience this may cause and appreciate your patience as we work to improve the services.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]