

Notification of Water Service Interruption

Date: [Insert Date]

Dear [Customer Name],

We would like to inform you that there will be a temporary interruption of water service in your area due to [reason for interruption, e.g., maintenance work, emergency repairs].

Scheduled Interruption Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Area:** [Insert Affected Area]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. Please ensure that you store sufficient water for your needs during this period.

If you have any questions or concerns, please do not hesitate to contact our customer service department at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]