

Planned Utility Service Downtime Announcement

Dear Valued Customer,

We would like to inform you that there will be a planned downtime for our utility services.

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Affected Area: [Insert Location]

This downtime is necessary for essential maintenance and upgrades to our facilities. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

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

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]