

Utility Service Interruption Notification

Date: [Insert Date]

Dear [Customer's Name],

We wish to inform you that there will be a temporary interruption of utility services in your area due to [reason for interruption, e.g., maintenance, emergency repairs].

Interruption Details:

- **Date:** [Insert Date of Interruption]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Areas:** [List Affected Areas]

We understand the inconvenience this may cause and are working diligently to minimize the disruption. If you have any questions, please feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and cooperation.

Sincerely,
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]