

Utility Facility Upgrade Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about an upcoming upgrade to our utility facility that will enhance the services we provide to you and our community.

Upgrade Details:

- **Project Start Date:** [Insert Start Date]
- **Expected Completion Date:** [Insert Completion Date]
- **Services Impacted:** [List impacted services]
- **Reason for Upgrade:** [Explain reason for the upgrade]

What to Expect:

During the upgrade period, you may experience temporary interruptions in service. We will do our best to minimize any inconvenience and appreciate your understanding.

Contact Information:

If you have any questions or concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]