

Utility Service Maintenance Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming maintenance for your utility services at [Property Address].

Scheduled Maintenance Date: [Date]

Time: [Start Time] to [End Time]

Please ensure that access to your property is available during the maintenance window. Our team will be performing essential maintenance tasks to ensure uninterrupted service.

If you have any questions or concerns, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your cooperation.

Sincerely,
[Your Company Name]
[Company Contact Information]