

Planned Utility Service Upgrade Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that we will be upgrading our utility services in your area to improve reliability and efficiency. The planned upgrade is scheduled to take place on [Insert Date] from [Insert Start Time] to [Insert End Time].

During this period, you may experience temporary interruptions to your service. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or concerns regarding this upgrade, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]