

Utility Service Disruption Advisory

Dear Valued Customer,

We would like to inform you that there will be a temporary disruption in utility services in your area due to scheduled maintenance.

Date: [Insert Date]

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

Affected Services: [Specify Services, e.g., Water, Electricity, Gas]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

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

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]