

Utility Service Interruption Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that there will be a temporary interruption in your utility service at your address: [Insert Address]. This interruption is necessary due to [reason for interruption, e.g., maintenance, upgrades, etc.].

The interruption is scheduled for [Start Date and Time] and is expected to last until [End Date and Time]. During this time, you may experience [specific impacts, e.g., no water service, no electricity, etc.].

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

If you have any questions or concerns, please do not hesitate to contact our customer service at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]