

Utility Service Maintenance Schedule Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We would like to inform you that we will be conducting scheduled maintenance on our utility services in your area. This maintenance is necessary to ensure the reliability and efficiency of our services.

Maintenance Schedule

Date of Maintenance: [Insert Date]

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

Expected Impact: There may be temporary disruptions to your service during this period.

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please feel free to contact our customer service at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]