

Emergency Utility Procedure Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Emergency Utility Procedures

Dear [Recipient Name],

We are writing to inform you of the emergency utility procedures that will be implemented due to [brief description of the emergency situation]. These procedures are in place to ensure the safety and well-being of all residents and to minimize disruptions.

Emergency Procedures

- All residents must evacuate to designated safety zones.
- Utility services will be temporarily suspended until further notice.
- Emergency contact numbers are provided below for assistance.

Contact Information

If you have any questions or require assistance, please contact:

- [Emergency Contact Name] - [Phone Number]
- [Alternate Contact Name] - [Phone Number]

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]