

# Immediate Action Required: Utility Outage Notification

Date: [Insert Date]

To: [Utility Company Name]

From: [Your Name/Organization]

Subject: Immediate Action Required for Utility Outage

Dear [Utility Company Representative's Name],

I am writing to inform you of an ongoing utility outage affecting [specific location or address]. The outage was first noticed on [insert date and time], and has caused significant inconvenience to residents and businesses in the area.

Given the urgent nature of this situation, we request immediate action to restore utility services. The affected utilities include [list specific utilities such as electricity, water, gas, etc.].

We appreciate your prompt attention to this matter and look forward to your immediate response. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]