

# Urgent Notice of Service Interruption

Dear [Customer Name],

We are writing to inform you of an urgent interruption to your utility service scheduled for [Date] from [Start Time] to [End Time].

This interruption is necessary due to [brief reason for interruption, e.g., maintenance, repairs, etc.].

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 concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]