

# Important Notice: Utility Service Disruption

Dear [Customer Name],

We are writing to inform you about a temporary disruption in your utility service due to [reason for disruption]. We understand that this may cause inconvenience, and we are committed to restoring service as quickly as possible.

## Details of the Disruption:

- **Date of Disruption:** [Start Date]
- **Expected Restoration Time:** [Expected End Time]
- **Affected Areas:** [List affected locations]

## Recommended Actions:

1. Ensure you have alternative arrangements for essential services.
2. Keep emergency supplies and resources accessible.
3. Stay updated by checking our website or contacting customer service.

We appreciate your understanding and patience during this time. Should you have any questions or require assistance, please feel free to reach out to our customer support at [Customer Support Number] or [Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Company Name]  
[Your Company Contact Information]