

Utility Service Interruption Notification

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that there will be a temporary interruption in your utility service due to [reason for interruption, e.g., maintenance, construction, upgrade]. This interruption is necessary to ensure the continued reliability and safety of our services.

Interruption Details:

- **Date of Interruption:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Expected Duration:** [Insert Duration]

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 our customer service at [Contact Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]