

# Important Notice: Service Interruption

Dear [Customer Name],

We are writing to inform you that there will be a scheduled interruption of your utility service on [date] from [start time] to [end time].

This interruption is necessary for [reason for interruption, e.g., maintenance, repairs, etc.]. We understand that this may cause inconvenience, and we appreciate your understanding and patience as we work to improve our services.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]