

# Advance Notice of Utility Service Interruption

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that there will be a temporary interruption in utility services at your property located at [Insert Address]. This is necessary due to [briefly explain reason, e.g., maintenance work, upgrade, etc.].

## Interruption Details:

- **Date of Interruption:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Type of Service Affected:** [Insert Type of Utility, e.g., Water, Electricity]

We understand that service interruptions can be inconvenient, and we apologize for any disruption this may cause. Rest assured, we will work diligently to minimize the duration of the interruption.

If you have any questions or concerns, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]