

Emergency Utility Service Disruption Notice

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an unexpected emergency service disruption affecting your utility services. The disruption is due to [brief description of the cause, e.g., maintenance, repairs, etc.].

The affected services will be temporarily unavailable starting from [start date and time] and are expected to resume by [end date and time]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve the issue promptly.

For any urgent concerns or questions, please do not hesitate to contact our customer service at [customer service phone number] or [customer service email].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]