

Planned Utility Service Outage Notification

Date: [Insert Date]

Dear [Customer's Name or Valued Customer],

We are writing to inform you about a planned utility service outage that will affect your area.

Outage Details:

Date of Outage: [Insert Date]

Time of Outage: [Insert Start Time] to [Insert End Time]

Affected Areas: [Insert List of Affected Areas]

This outage is necessary to perform essential maintenance and upgrades to our infrastructure to ensure reliable service in the future.

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions or concerns, please feel free to contact our customer service team at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Utility Company Name]

[Your Name]

[Your Position]