

Notification of Scheduled Utility Service Downtime

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a scheduled downtime for our utility services in your area due to essential maintenance work.

Downtime Schedule:

- **Date:** [Insert Start Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Duration:** Approximately [Insert Duration]

We understand that service interruptions can be inconvenient, and we apologize for any disruption this may cause. Our team is committed to completing this work as quickly and efficiently as possible.

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

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]