

Utility Service Interruption Advisory

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a scheduled interruption to your utility service due to necessary maintenance work. The details are as follows:

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

We understand the inconvenience this may cause and appreciate your patience as we work to maintain and improve our services. Please ensure to make any necessary arrangements during this time.

If you have any questions or need further assistance, feel free to contact our customer service at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]