

# Utility Service Interruption Update

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an upcoming interruption in your utility service due to [reason for interruption].

**Interruption Schedule:**

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Expected Duration: [Insert Duration]

We understand that service interruptions can be inconvenient. We are making every effort to minimize the duration of the outage and appreciate your understanding and patience during this time.

Should you have any questions or concerns, please do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]