

# Utility Maintenance Service Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Subject: Notification of Scheduled Maintenance Service

Dear [Customer Name],

We hope this message finds you well. This is to inform you that we will be performing scheduled maintenance on our utility services in your area.

**Date of Maintenance:** [Insert Date]

**Time:** [Insert Time]

**Duration:** Approximately [Insert Duration]

During this time, you may experience disruptions in your utility services. We recommend that you prepare accordingly and ensure that you have alternative arrangements in place.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]