

Notice of Utility Service Disruption

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to inform you of a scheduled disruption to your utility service due to necessary maintenance work. The details of the disruption are as follows:

- **Type of Service:** [Electricity/Water/Gas]
- **Date of Disruption:** [Insert Date]
- **Time of Disruption:** [Insert Time Range]
- **Reason for Disruption:** [Brief Explanation]

We understand that this may cause inconvenience and we sincerely apologize for the disruption. Our team will work diligently to complete the necessary work as quickly and efficiently as possible.

If you have any questions or concerns regarding this matter, please do not hesitate to contact our customer service department at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]