

Utility Service Repair Progress Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Report on Utility Service Repair

Service Details

Service Type: [Type of Utility Service]

Service Address: [Address]

Reference Number: [Reference Number]

Repair Progress

The following progress has been made regarding the repair works:

- Issue reported on: [Reported Date]
- Technicians assigned: [Names]
- Date repair commenced: [Commencement Date]
- Status: [Current Status]
- Expected completion date: [Expected Date]

Next Steps

The next steps to be taken include:

1. [Next Step 1]
2. [Next Step 2]
3. [Next Step 3]

Contact Information

If you have any questions or require further information, please feel free to contact me at:

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your attention.