

Utility Service Inspection Notification

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We are writing to inform you that a scheduled inspection of your utility service is set to take place on [Insert Date of Inspection] between [Insert Start Time] and [Insert End Time]. This inspection is necessary to ensure the safety and reliability of the service provided to your premises.

During this time, our qualified personnel will assess the condition of the utilities and perform any necessary maintenance. We kindly ask that you allow our team access to your property.

If you have any questions or need to reschedule, please contact us at [Insert Contact Information]. We appreciate your cooperation and understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]