

Utility Service Upgrade Notification

Date: [Insert Date]

To: [Property Manager's Name]

Property: [Property Address]

Dear [Property Manager's Name],

We are pleased to inform you that we will be upgrading the utility services at your property to enhance efficiency and service quality. The details of the upgrade are as follows:

Upgrade Details

- **Service Type:** [Electricity/Water/Gas]
- **Upgrade Scope:** [Brief description of the upgrade]
- **Scheduled Date:** [Insert start and completion date]
- **Impact on Residents:** [Details on any disruptions or changes]

We highly recommend informing all residents about the upcoming changes to ensure a smooth transition. Our team will be available for any questions or concerns during the upgrade period.

Thank you for your cooperation as we work to improve the services at your property.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]