

Notice of Utility Service Interruption

Date: [Insert Date]

Dear [Insert Recipient's Name],

We are writing to inform you that there will be a temporary interruption in utility services in your area. This interruption is scheduled for [Insert Date and Time] and is expected to last approximately [Insert Duration].

During this time, we recommend that you take the following safety measures:

- Keep flashlights and batteries readily available.
- Store a sufficient supply of drinking water.
- Refrain from using any electrical appliances until the service is restored.
- Ensure that all candles and open flames are monitored for safety.

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

If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]