

# Dear Valued Customer,

We are excited to announce that we will be upgrading our utility services to better serve you. This upgrade will enhance our infrastructure, ensuring improved reliability and efficiency.

## Upgrade Details:

- **Start Date:** March 15, 2024
- **End Date:** March 29, 2024
- **Areas Affected:** All residential and commercial properties in our service area

During this period, you may experience temporary disruptions in service. We appreciate your patience as we work to improve your experience with us.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at (555) 123-4567 or email us at [support@utilitycompany.com](mailto:support@utilitycompany.com).

Thank you for your understanding and continued support.

Sincerely,

**Your Utility Company Name**  
Customer Service Team