

Utility Maintenance Performance Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Utility Maintenance Performance Report

Overview

This report provides an overview of the maintenance activities conducted for the utility services during the reporting period.

Performance Summary

- **Service Type:** [Insert Service Type]
- **Maintenance Period:** [Insert Period]
- **Total Issues Reported:** [Insert Number]
- **Total Issues Resolved:** [Insert Number]
- **Average Resolution Time:** [Insert Time]

Detailed Activities

Date	Issue Reported	Status	Resolution Time
[Insert Date]	[Issue Description]	[Resolved/Unresolved]	[Insert Time]

Recommendations

[Insert any recommendations based on the performance report]

Conclusion

We appreciate your support and look forward to improving our utility maintenance performance. For any further inquiries, please feel free to contact me.

Best Regards,

[Your Name]
[Your Position]

[Your Company]
[Contact Information]