

Date: [Insert Date]

Subject: URGENT: Emergency Utility Interruption and Repair Notice

Dear Resident/Tenant,

This letter is to inform you of an emergency utility interruption affecting your property located at:

[Insert Property Address/Unit Number]

Utility Affected: [e.g., Water, Electricity, Gas, Heating]

Reason for Interruption:

We have identified an urgent issue requiring immediate repair: [Briefly describe issue, e.g., main water line burst, electrical fault]. To ensure safety and prevent further damage, the utility service has been temporarily suspended.

Schedule:

The interruption began at: [Insert Start Time/Date]

Estimated time of restoration: [Insert Estimated Completion Time/Date]

Our maintenance team and contractors are currently on-site working to resolve the issue as quickly as possible. We apologize for the inconvenience and appreciate your patience while we perform these essential emergency repairs.

Instructions:

[Optional: e.g., Please keep faucets turned off; Avoid using heavy appliances; Unplug sensitive electronics.]

If you have any immediate concerns or questions, please contact the management office at [Insert Phone Number] or email [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name/Building Management]

[Contact Information]