

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Routine Maintenance and Temporary Utility Shut-Off

Dear Resident/Tenant,

This letter is to inform you that routine maintenance is scheduled for the [Insert Utility Type, e.g., Water/Electricity/Gas] system at [Insert Property Address/Location].

To ensure the safety of our crew and the long-term reliability of the service, a temporary shut-off of your utility service will be required during the following period:

- **Date of Maintenance:** [Insert Date]
- **Estimated Start Time:** [Insert Time]
- **Estimated End Time:** [Insert Time]

We recommend that you take necessary precautions, such as turning off sensitive electronic equipment or storing extra water, prior to the scheduled start time. We will work to restore service as quickly as possible.

We apologize for any inconvenience this temporary interruption may cause and appreciate your cooperation.

If you have any questions or concerns regarding this notice, please contact [Insert Contact Name/Department] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]