

[Date]

Subject: Advance Notice of Water Service Interruption

Dear Resident/Tenant,

Please be advised that there will be a temporary interruption to the water supply at **[Property Address/Area]**. This interruption is necessary to perform **[reason for work, e.g., emergency repairs, scheduled maintenance, or pipe replacement]**.

The service interruption is scheduled for:

- **Date:** [Date of interruption]
- **Start Time:** [Start Time, e.g., 9:00 AM]
- **Estimated End Time:** [End Time, e.g., 5:00 PM]

During this period, you will experience a complete loss of water pressure. We recommend that you store an adequate supply of water for drinking and flushing toilets prior to the start time.

Once the water is turned back on, you may experience air in your pipes or slight discoloration. This is normal. Please run your cold water taps for a few minutes until the water runs clear.

We apologize for any inconvenience this may cause and thank you for your patience while we improve our infrastructure.

If you have any questions, please contact **[Name/Department]** at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Your Name/Company Name]
[Your Title]