

NOTICE OF PLANNED WATER SHUTOFF

Date: [Insert Date]

Dear Resident,

This letter is to inform you that the water supply to your residence will be temporarily shut off for scheduled maintenance/repairs.

Scheduled Date: [Insert Date of Shutoff]

Estimated Start Time: [Insert Time]

Estimated End Time: [Insert Time]

Reason for Shutoff: [Insert Reason, e.g., Pipe replacement, valve repair]

During this time, you will not have access to running water. We recommend that you store enough water for drinking, cooking, 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. If this happens, please run your cold water taps for a few minutes until the water runs clear.

We apologize for any inconvenience this may cause and appreciate your patience as we improve our infrastructure.

If you have any questions, please contact [Insert Name/Department] at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Property Management/Utility Provider]