

[Your Company Name/Utility Provider Logo]

[Date]

Subject: Notice of Temporary Water Supply Disconnection

Dear Resident/Business Owner,

This letter is to inform you that the water supply to your property located at **[Property Address/Area]** will be temporarily disconnected.

Reason for Disconnection: [e.g., Scheduled Maintenance / Emergency Repairs / Pipe Replacement]

Date of Disconnection: [Date]

Estimated Start Time: [Time]

Estimated Restoration Time: [Time]

We advise you to store a sufficient amount of water for your needs prior to the start time. To avoid potential damage to your plumbing system, please ensure all faucets are turned off during the outage. Once the service is restored, you may experience slight discoloration or air in the pipes; if this occurs, please run your cold water tap 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 our Customer Service Department at **[Phone Number]** or email us at **[Email Address]**.

Sincerely,

[Your Name/Department Name]
[Company Name]