

NOTICE: UPCOMING COMMUNITY WATER SHUTOFF

Date: [Insert Date]

To All Residents and Property Owners,

This letter is to inform you that the water supply to your community will be temporarily shut off to perform essential maintenance and repairs to the local water infrastructure.

Scheduled Date: [Insert Date of Shutoff]

Scheduled Time: From [Insert Start Time] to [Insert End Time]

Affected Areas:

[Insert Specific Streets or Building Numbers]

Reason for Shutoff:

[Insert Brief Reason, e.g., Pipe Replacement, Hydrant Maintenance, or Leak Repair]

Recommendations:

- Store enough water in advance for drinking, cooking, and sanitary needs.
- Turn off any appliances that use water automatically (e.g., dishwashers, ice makers).
- Once service is restored, run your cold water taps for a few minutes to clear any trapped air or sediment.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve our community's water system.

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

Sincerely,

[Insert Name/Organization Name]

[Insert Title]