

[Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

Subject: Notice of Temporary Water Service Interruption

Dear Valued Customer,

This letter is to inform you that [Utility Company Name] will be performing scheduled maintenance on the water system in your area. This work is necessary to [Reason: e.g., repair a main line, upgrade infrastructure, install new valves].

As a result, your water service will be temporarily interrupted during the following time:

- **Date of Interruption:** [Date]
- **Estimated Start Time:** [Time, e.g., 9:00 AM]
- **Estimated Restoration Time:** [Time, e.g., 3:00 PM]

We recommend that you store a sufficient supply of water for drinking, cooking, and sanitation needs prior to the start of the interruption. Please ensure that all water-using appliances (such as dishwashers and washing machines) are turned off during this period.

Once service is restored, you may experience air in your pipes or slight discoloration in the water. We suggest running your cold water faucets for a few minutes until the water runs clear.

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

If you have any questions, please contact our Customer Service department at [Phone Number] or visit our website at [Website Address].

Sincerely,

[Name/Department]

[Utility Company Name]