

IMPORTANT NOTICE: MANDATORY WATER MAIN SHUT-OFF

Date: [Insert Date]

To all Residents and Property Owners of: [Insert Area/Street Name]

This letter is to inform you that the municipal water supply to your property will be temporarily shut off to accommodate essential maintenance and repairs to the local water main infrastructure.

Scheduled Date of Shut-Off: [Insert Date]

Estimated Start Time: [Insert Time, e.g., 9:00 AM]

Estimated Completion Time: [Insert Time, e.g., 5:00 PM]

Please take the following precautions:

- Store sufficient water for drinking, cooking, and sanitation needs prior to the shut-off time.
- Turn off any appliances that use water automatically, such as ice makers, dishwashers, and washing machines.
- Keep your faucets closed during the shut-off period.

Once water service is restored, you may experience air in your pipes or slight discoloration. If this occurs, please run your cold water taps for several minutes until the water runs clear.

We apologize for any inconvenience this may cause and appreciate your patience as we complete these necessary upgrades to our community's water system.

If you have any questions, please contact the [Insert Department Name] at [Insert Phone Number] or visit [Insert Website].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Municipality Name]