

URGENT NOTICE: PLANNED UTILITY SHUT-OFF

Date: [Insert Date]

To: All Residents/Tenants of [Insert Property Name/Address]

This letter is to inform you that urgent, unscheduled repairs are required on the main sewer line serving your building. To complete these repairs safely and quickly, it is necessary to temporarily shut off the water supply.

Scheduled Shut-Off Time:

Date: [Insert Date]

Start Time: [Insert Time]

Estimated Completion Time: [Insert Time]

Important Instructions:

- Please do not attempt to use sinks, toilets, showers, or washing machines during the shut-off period.
- Keep all faucets in the "off" position to prevent flooding when the water is restored.
- Once water service is restored, you may experience brief discoloration or air in the lines. Run your cold water for a few minutes until it runs clear.

We apologize for this inconvenience. These repairs are essential to prevent further damage and ensure the continued safety and sanitation of the property.

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

Sincerely,

[Your Name/Company Name]

[Contact Information]