

NOTICE: PLANNED WATER INTERRUPTION

Date: [Date of Notice]

Dear Resident/Property Owner,

This letter is to inform you that there will be a planned temporary water service interruption in your area. This interruption is necessary to perform [Reason for work: e.g., essential maintenance / water main repairs / new equipment installation].

The interruption is scheduled for:

- **Date:** [Date of work]
- **Estimated Start Time:** [Time]
- **Estimated End Time:** [Time]

Affected Areas: [List specific streets or building numbers]

What to expect:

- No water will be available from your taps during the timeframe mentioned above.
- Once service is restored, you may experience brief air in the pipes or slight discoloration. If this occurs, please run your cold water tap for a few minutes until the water runs clear.

Recommendations:

- Store a sufficient amount of water for drinking, cooking, and flushing toilets prior to the start time.
- Keep faucets closed while the water is off to prevent flooding when service returns.
- Turn off appliances that use water, such as dishwashers and washing machines.

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 [Contact Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
[Department]