

Date: [Insert Date]

Subject: Notice of Planned Gas Service Interruption

Dear Resident/Business Owner,

This letter is to inform you that [Company Name] will be performing essential maintenance and upgrades to the gas infrastructure in your area. To complete this work safely, we must temporarily interrupt your gas service.

Scheduled Date: [Insert Date]

Start Time: [Insert Time]

Estimated End Time: [Insert Time]

What you need to do:

- Ensure all gas appliances (stoves, water heaters, furnaces) are turned off before the scheduled start time.
- Do not attempt to turn your gas back on yourself once the work is complete.
- [Optional: Ensure our technicians have access to your gas meter.]

Service Restoration:

Once the maintenance is finished, our technicians will [visit each property to relight pilot lights / provide instructions on restoration]. If you are not home at the time of restoration, we will leave a contact card with further instructions.

We apologize for any inconvenience this necessary work may cause and appreciate your patience as we improve the safety and reliability of our network.

If you have any questions or have special medical needs that require a constant gas supply, please contact our customer service team at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Department]

[Company Name]