

[Property Management Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]

**RE: NOTICE OF ROUTINE UTILITY SUSPENSION**

Dear [Tenant Name],

This letter is to inform you that the [Utility Type: e.g., Water/Electricity/Gas] service to your building will be temporarily suspended for routine maintenance and/or repairs.

The suspension is scheduled to occur during the following time:

**Date:** [Date of Suspension]  
**Start Time:** [Start Time]  
**Estimated End Time:** [End Time]

Please ensure that all sensitive electronic equipment is protected and that any necessary preparations are made prior to the scheduled start time. We apologize for any inconvenience this temporary interruption may cause and appreciate your patience as we work to maintain the property.

If you have any questions or concerns, please contact the management office at [Phone Number].

Sincerely,

[Property Manager Name]  
[Property Management Company]