

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Notice of Upcoming Temporary Interruption of Service

Dear :

This notice is to inform you that your telephone service will be temporarily interrupted due to the installation of a new phone tower in your area.

We apologize for any inconvenience this may cause.

Sincerely,

N A M E