

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
KPLC Customer Service
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Service Interruption

I hope this letter finds you well. I am writing to inform you of an interruption in electricity service that I experienced at my residence/business located at [Service Address] on [Date of Service Interruption]. The service was disrupted from approximately [Start Time] to [End Time].

The interruption caused significant inconveniences, including [briefly describe any specific impacts, e.g., loss of perishable goods, disruption to work, etc.]. I kindly request any information or updates related to the cause of this outage and the measures taken to prevent future occurrences.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Account Number]