

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of PVC Pipe Replacement

We hope this letter finds you well. We are writing to inform you that we will be replacing the PVC pipes in your area as part of our ongoing maintenance program.

The replacement process is scheduled to begin on [Start Date] and is expected to be completed by [End Date]. During this period, there may be temporary disruptions to your water service, and we will notify you in advance of any planned outages.

We appreciate your understanding and cooperation as we work to enhance the infrastructure and ensure the safety and quality of water service. Should you have any questions or require further information, please do not hesitate to reach out to us at [Contact Number] or [Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]