Customer Notification
Date:
Customer Name:
Address:
Subject: PQ Incident Notification
Dear Valued Customer,
We would like to inform you about a recent power quality (PQ) incident affecting your service.
Incident Details:
 Date & Time of Incident: Location: Description: Affected Services:
Actions Taken:
• • •
Next Steps:
• • • •
If you have any questions or need additional information, please contact us at:
Email:
Phone Number:
Sincerely,
[Utility Name] [Contact Person] [Title]