*Note: This template is for community public water systems to notify customers of temporary water quality changes during improvement projects.*

[Insert PWS logo]

# Important Information about Your Drinking Water

This is not an emergency.

This notice is for customers of the [insert PWS name] public water supply.  
[Insert date of notification]

We are making improvements to the drinking water supply. These improvements may cause temporary disruptions and/or temporary changes in your water.

**What improvements are being made?**

[Insert info.]

**Are there any health or safety concerns?**

[Insert info.]

**Will there be any water quality changes?**

[Insert info.]

**Will my water service be disrupted?**

[Insert info.]

We expect any issues to be fixed within/by [insert date]. We will send another notice if we expect issues to continue. For more information, please contact [insert name] at [insert email and phone number], or visit our website at [insert URL] for answers to frequently asked questions, updated information, and more.