

Date: [Insert Date]

To: [Resident/Tenant Name]

Address: [Insert Property Address/Unit Number]

Subject: Notice of Access for Electrical System Preventative Maintenance

Dear [Resident/Tenant Name],

This letter is to inform you that we have scheduled preventative maintenance for the electrical system in your building/unit. Regular maintenance is necessary to ensure the safety and reliability of the electrical infrastructure.

Work is scheduled to take place on the following date and time:

- **Date:** [Insert Date]
- **Estimated Time Window:** [Insert Start Time] to [Insert End Time]

During this period, authorized technicians will need access to your unit to inspect [Insert specific items, e.g., electrical panel, outlets, smoke detectors].

Please note:

- A brief power interruption may occur during the inspection.
- Please ensure that any pets are secured and that there is clear access to the electrical panel.
- You do not need to be present, as a building representative will accompany the technicians if you are away.

We apologize for any inconvenience this may cause and appreciate your cooperation in keeping the building safe.

If you have any questions or need to reschedule, please contact [Insert Contact Name] at [Insert Phone Number/Email] by [Insert Deadline Date].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]