

[Sender Name]
[Sender Title/Company]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Notice of Scheduled Electrical Panel Inspection and Maintenance

Dear [Recipient Name],

This letter is to inform you that a routine inspection and maintenance of the electrical panel located at [Property Address/Specific Location] has been scheduled.

Scheduled Date: [Date]

Scheduled Time: [Time Window, e.g., 9:00 AM - 12:00 PM]

The purpose of this inspection is to ensure the safety and efficiency of your electrical system. Our certified technician will perform the following tasks:

- Visual inspection for signs of wear, corrosion, or overheating.
- Testing of circuit breakers and Ground Fault Circuit Interrupters (GFCIs).
- Tightening of electrical connections.
- Cleaning of dust and debris from the panel interior.
- Verification of proper labeling and capacity.

Please note that a brief power interruption may be required during the testing phase. We recommend that you power down sensitive electronic equipment (such as computers or servers) prior to the scheduled start time.

If you need to reschedule this appointment or if you have specific access instructions, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation in maintaining a safe electrical environment.

Sincerely,

[Signature]
[Printed Name]