

[Date]

[Tenant/Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

**Subject: Notice of Brief Power Outage for Electrical Panel Upgrades**

Dear Resident,

This letter is to inform you that we will be performing essential electrical panel upgrades at [Property Name/Address]. To ensure the safety of our technicians and the integrity of the building's electrical system, a brief power outage will be necessary.

**Scheduled Date:** [Date]

**Scheduled Time:** [Start Time] to [End Time]

During this window, power to your unit will be temporarily disconnected. We recommend that you turn off and unplug sensitive electronic equipment, such as computers and televisions, prior to the scheduled start time to prevent any damage when power is restored.

We apologize for this inconvenience and appreciate your cooperation as we work to improve the building's infrastructure.

If you have any questions or concerns, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Name]

[Title]

[Company Name]