

[Date]

[Tenant/Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

RE: NOTICE OF SCHEDULED ELECTRICAL MAINTENANCE AND POWER INTERRUPTION

Dear [Resident Name],

This letter is to inform you that [Company Name/Utility Provider] will be performing essential electrical maintenance and upgrades to the building's infrastructure.

To ensure the safety of our technicians, it will be necessary to temporarily disconnect the electrical supply to your unit. Please take note of the following schedule:

- **Date of Interruption:** [Date]
- **Estimated Start Time:** [Time]
- **Estimated End Time:** [Time]

During this period, all electrical equipment, including lights, appliances, heating/cooling systems, and internet services, will be unavailable. We recommend that you unplug sensitive electronic equipment (such as computers and televisions) prior to the scheduled start time to prevent damage from potential power surges when service is restored.

We apologize for any inconvenience this outage may cause and appreciate your patience as we work to improve the reliability of our electrical system.

If you have any questions or concerns regarding this maintenance, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]