

NOTICE OF PLANNED POWER INTERRUPTION

Date: [Insert Date]

To: All Residents / Tenants / Staff

Subject: Advance Warning for Routine Electrical Maintenance

Dear Valued Occupants,

Please be advised that we will be conducting essential routine electrical maintenance on the premises. This maintenance is necessary to ensure the continued safety and reliability of our electrical systems.

To perform this work safely, there will be a temporary interruption of electrical power as scheduled below:

Date of Interruption: [Insert Day and Date]

Start Time: [Insert Time]

Estimated End Time: [Insert Time]

Affected Areas: [Insert Building Names/Room Numbers/Sections]

Important Precautions:

- Please turn off all computers and sensitive electronic equipment prior to the scheduled start time.
- Unplug major appliances to prevent damage from potential power surges when electricity is restored.
- Avoid using elevators shortly before the scheduled shutdown time.

We apologize for any inconvenience this temporary outage may cause and appreciate your patience as we work to maintain the facility.

If you have any urgent questions or concerns regarding this schedule, please contact [Insert Department/Name] at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title/Department]

[Company Name]