

Date: [Insert Date]

To: All Commercial Tenants

From: [Building Management/Property Owner Name]

Subject: NOTICE OF SCHEDULED ELECTRICAL MAINTENANCE AND POWER OUTAGE

Dear Tenant,

Please be advised that we have scheduled essential electrical maintenance for the building. To ensure the safety of the technicians and the integrity of the electrical system, a temporary power outage will be required.

Scheduled Date: [Insert Date, e.g., Sunday, October 20, 2023]

Start Time: [Insert Time, e.g., 6:00 AM]

Estimated End Time: [Insert Time, e.g., 12:00 PM]

During this period, there will be no electrical power available in your unit or the common areas of the building. This includes lighting, HVAC systems, elevators, and electrical outlets.

Important Instructions:

- Please shut down all computers, servers, and sensitive electronic equipment prior to the scheduled start time.
- Unplug non-essential appliances to prevent damage from potential power surges when electricity is restored.
- Ensure that all refrigerated items are handled accordingly.
- Avoid using the elevators shortly before the scheduled shutdown time.

We apologize for any inconvenience this necessary maintenance may cause. This work is vital to maintain the long-term reliability and safety of the building's infrastructure.

If you have any questions or specific concerns regarding this outage, please contact the Management Office at [Insert Phone Number] or email [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]