

Date: [Insert Date]

To: All Residents and Tenants of [Insert Building/Property Name]

Subject: URGENT: Emergency Electrical Maintenance and Immediate Power Outage

Dear Residents,

This letter is to inform you that we are currently experiencing a critical electrical issue that requires immediate emergency maintenance. To ensure the safety of the building and to prevent further damage to the electrical system, we must implement an **immediate power outage**.

Outage Details:

- **Start Time:** [Insert Time]
- **Estimated Duration:** [Insert Estimated Hours/Minutes]
- **Affected Areas:** [Insert Specific Areas or "Entire Building"]

Important Instructions:

- Please turn off and unplug sensitive electronic equipment (computers, televisions, etc.) to prevent damage when power is restored.
- Keep refrigerator and freezer doors closed as much as possible to maintain cold temperatures.
- Avoid using elevators during this time, as they may become operational/non-operational without warning.

We apologize for the lack of advance notice and the significant inconvenience this causes. Our technical team is working as quickly as possible to resolve the issue and restore power safely.

If you have any urgent concerns or medical requirements that depend on electricity, please contact [Insert Contact Name/Department] at [Insert Phone Number] immediately.

Thank you for your cooperation and patience.

Sincerely,

[Your Name/Title]

[Building Management/Company Name]

[Contact Information]