

Date: [Insert Date]

Subject: NOTICE OF ELECTRICAL GRID MAINTENANCE AND TEMPORARY POWER OUTAGE

Dear Residents/Tenants,

Please be advised that [Utility Company/Management Name] will be conducting essential maintenance on the electrical grid servicing this building. This work is necessary to ensure the continued reliability and safety of our electrical systems.

Scheduled Date of Outage: [Insert Date, e.g., Wednesday, October 25, 2023]

Estimated Start Time: [Insert Time, e.g., 9:00 AM]

Estimated End Time: [Insert Time, e.g., 2:00 PM]

During this period, there will be no electrical power available in the building. This includes lighting, heating/cooling systems, elevators, and internet services. We recommend that you:

- Turn off and unplug sensitive electronic equipment (computers, televisions, etc.).
- Keep refrigerator and freezer doors closed as much as possible to maintain temperature.
- Plan for alternative access if you rely on elevators.

We apologize for any inconvenience this necessary maintenance may cause. We will work to restore power as quickly as possible. If you have any urgent questions, please contact [Contact Name/Department] at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Building Management]

[Property Name/Company]