

Date: [Insert Date]

To: All Residents / Tenants of [Building Name]

Subject: ADVISORY: Scheduled Electrical Maintenance and Power Outage

Dear Residents,

Please be advised that [Property Management Name] has scheduled essential electrical maintenance for the building. This work is necessary to ensure the continued safety and reliability of our electrical infrastructure.

To facilitate these repairs, a temporary power outage will be required. Please take note of the following schedule:

- **Date of Maintenance:** [Insert Date]
- **Start Time:** [Insert Time]
- **Estimated Completion:** [Insert Time]
- **Affected Areas:** [e.g., Entire Building / Specific Floors / Common Areas]

Important Precautions:

- Turn off all sensitive electronic equipment (computers, televisions, etc.) prior to the start time.
- Keep refrigerator and freezer doors closed during the outage to maintain temperature.
- Avoid using elevators 15 minutes before the scheduled start time to prevent being stranded.

We apologize for any inconvenience this may cause and thank you for your patience as we perform these critical building improvements.

Should you have any urgent questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

Property Manager

[Property Management Company Name]