

Date: [Insert Date]

To: All Residents of [Insert Property Name/Address]

Subject: NOTICE OF TEMPORARY POWER OUTAGE AND ELECTRICAL MAINTENANCE

Dear Resident,

Please be advised that we will be conducting essential electrical maintenance and safety inspections at the property. This work is necessary to ensure the continued reliability and safety of the building's electrical system.

To complete this work safely, the power supply to your unit and common areas will be temporarily disconnected during the following period:

- **Date of Maintenance:** [Insert Date]
- **Start Time:** [Insert Time, e.g., 9:00 AM]
- **Estimated End Time:** [Insert Time, e.g., 2:00 PM]

Important Reminders:

- Keep refrigerator and freezer doors closed as much as possible during the outage to maintain temperature.
- Unplug sensitive electronic equipment (computers, televisions, etc.) to protect them from potential power surges when electricity is restored.
- If you use life-support equipment that requires electricity, please make alternative arrangements now.
- Elevators may be out of service shortly before and during the maintenance window.

We apologize for any inconvenience this temporary disruption may cause and appreciate your patience as we perform these vital upgrades.

If you have any questions, please contact the Management Office at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company Name]