

Date: [Insert Date]

Subject: Notice of Scheduled Infrastructure Maintenance and Temporary Power Outage

Dear [Recipient Name/Resident/Tenant],

This letter is to inform you that we will be conducting essential infrastructure maintenance in your area. This work is necessary to ensure the continued reliability and safety of our services.

To complete this work safely, a temporary power outage will be required. Please find the schedule details below:

- **Date of Maintenance:** [Insert Date]
- **Start Time:** [Insert Time]
- **Estimated End Time:** [Insert Time]
- **Affected Area:** [Insert Specific Location/Building]

Important Recommendations:

- Unplug sensitive electronic equipment (computers, televisions, etc.) before the outage begins.
- Keep refrigerator and freezer doors closed as much as possible to maintain temperature.
- If you rely on life-support equipment, please ensure you have a backup power source available.

We apologize for any inconvenience this may cause and appreciate your patience as we improve our infrastructure. If you have any questions, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]