

NOTICE OF UPCOMING ELECTRICAL MAINTENANCE AND TEMPORARY POWER OUTAGE

Date: [Date of Notice]

Dear Resident/Tenant,

Please be advised that [Company/Building Name] will be performing essential electrical maintenance and upgrades to the power distribution system.

To ensure the safety of our technicians and the integrity of the system, a temporary power outage is required. During this time, all electrical services, including lights, appliances, and elevators, will be unavailable.

Scheduled Date: [Date of Outage]

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

End Time: [Estimated End Time, e.g., 1:00 PM]

Affected Areas: [List specific floors, buildings, or units]

Recommendations:

- Turn off and unplug sensitive electronic equipment (computers, televisions, etc.) before the outage.
- Keep refrigerator and freezer doors closed as much as possible to maintain temperature.
- If you use life-support equipment that requires electricity, please make alternative arrangements now.

We apologize for any inconvenience this may cause and appreciate your patience as we improve our electrical infrastructure.

If you have any questions, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]