

Date: [Insert Date]

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

Subject: Update Regarding Ongoing Electrical Maintenance and Scheduled Power Outage

Dear Residents,

We are writing to provide an update regarding the ongoing electrical maintenance work currently being performed at [Insert Property Address].

To safely complete the necessary repairs and upgrades to the building's electrical system, a temporary power outage has been scheduled for the following time:

**Date of Outage:** [Insert Date]

**Estimated Start Time:** [Insert Time]

**Estimated End Time:** [Insert Time]

During this period, there will be no electricity available in your units or the common areas of the building. We recommend taking the following precautions:

- Keep refrigerator and freezer doors closed to maintain temperature.
- Unplug sensitive electronic equipment to protect against power surges.
- Ensure you have flashlights or battery-operated lighting available.

We understand that this is an inconvenience and we appreciate your continued patience as we work to ensure the safety and reliability of the building's infrastructure.

If you have any urgent concerns, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Team]

[Property Management Company Name]