

**Date:** [Insert Date]

**Subject:** Notice of Scheduled Electrical Maintenance and Temporary Power Outage

Dear Residents / Tenants,

Please be advised that we will be conducting essential maintenance on the building's electrical system this coming weekend. This work is necessary to ensure the continued safety and reliability of our power supply.

To complete this work safely, a temporary power outage will be required during the following period:

- **Start Date and Time:** [Insert Day], [Insert Date] at [Insert Time]
- **End Date and Time:** [Insert Day], [Insert Date] at [Insert Time]
- **Affected Areas:** [Insert Specific Areas or "Entire Building"]

**Important Precautions:**

- Please turn off and unplug all sensitive electronic equipment (computers, televisions, etc.) before the scheduled outage.
- Keep refrigerator and freezer doors closed as much as possible during the outage to maintain temperature.
- Avoid using elevators shortly before the scheduled start time to prevent being trapped.

We apologize for any inconvenience this may cause and appreciate your patience as we perform these critical infrastructure upgrades.

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

Sincerely,

[Your Name/Title]

[Building Management/Company Name]