

Notice: Scheduled Electrical System Servicing

Date: [Insert Date]

To: [Tenant/Occupant Name or "All Residents"]

Location: [Insert Address/Unit Number]

Dear [Name],

This letter is to inform you that we have scheduled a routine electrical system servicing and inspection for your building/unit.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Start Time] to [Insert End Time]

During this period, the electrical power may be temporarily interrupted to allow for safe testing and maintenance. We advise that you turn off sensitive electronic equipment (such as computers and televisions) prior to the start time to prevent any damage.

The purpose of this servicing is to ensure the continued safety and efficiency of the electrical infrastructure. Our authorized electricians will require access to [Insert specific areas, e.g., the main breaker panel/meter room].

We apologize for any inconvenience this temporary outage may cause and appreciate your cooperation.

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

Sincerely,

[Your Name/Property Management Name]
[Contact Information]