

[Date]

Subject: Notice of Scheduled Electrical Maintenance and Power Shut-Off

Dear [Resident/Tenant Name],

Please be advised that [Company/Management Name] has scheduled essential electrical maintenance for your building/area. To ensure the safety of the maintenance crew and to perform necessary upgrades, the electrical power will be temporarily shut off.

The scheduled outage will occur during the following time:

- **Date:** [Date of Maintenance]
- **Start Time:** [Start Time, e.g., 9:00 AM]
- **Estimated End Time:** [End Time, e.g., 1:00 PM]

Affected Areas: [List specific units, floors, or common areas]

To prepare for this shut-off, we recommend that you:

- Turn off and unplug sensitive electronic equipment (computers, televisions, etc.).
- Keep refrigerator and freezer doors closed during the outage to maintain temperature.
- Ensure any backup power systems are functional if required for medical needs.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve the reliability of our electrical system.

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

Sincerely,

[Your Name/Signature]

[Title/Position]

[Company Name]