

[Date]

[Tenant Name]

[Suite/Unit Number]

[Property Name/Address]

RE: NOTICE OF PLANNED POWER INTERRUPTION

Dear Tenant,

Please be advised that there will be a temporary interruption of electrical service to [Property Name/Building] scheduled for the following date and time:

- **Date:** [Day of Week, Date]
- **Start Time:** [Time]
- **Estimated End Time:** [Time]

The purpose of this outage is to perform [Reason for Outage, e.g., essential electrical maintenance / equipment upgrades / required safety inspections].

To ensure the safety of your equipment, we recommend the following precautions:

- Shut down all computers and sensitive electronic equipment prior to the outage.
- Unplug non-essential appliances.
- If you have an alarm system or backup generator, please verify their status before and after the outage.

We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the building's infrastructure. If you have any questions or concerns, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company]