

[Company Header/Logo]

Date: [Current Date]

To: All Tenants and Property Occupants

Subject: NOTICE OF SCHEDULED ELECTRICAL OUTAGE

Dear Occupant,

Please be advised that [Company Name] has scheduled essential electrical maintenance and safety testing for [Property Name/Address]. To ensure the safety of our technical team and the integrity of the electrical system, a temporary power outage is required.

The scheduled outage will occur during the following window:

- **Date:** [Date of Outage]
- **Start Time:** [Start Time, e.g., 8:00 AM]
- **Estimated End Time:** [End Time, e.g., 12:00 PM]

Impacted Areas: [List specific floors, suites, or "Entire Building"]

Important Recommendations:

- Please save all digital work and shut down computers and sensitive electronic equipment prior to the start time.
- Unplug any major appliances or specialized machinery to prevent damage from power surges when electricity is restored.
- Ensure all backup generators or UPS systems (if applicable) are functional if you require continuous power.

We apologize for any inconvenience this necessary maintenance may cause. This work is vital to maintaining the safety and reliability of the building's electrical infrastructure.

If you have any questions or urgent concerns regarding this outage, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]