

**Date:** [Insert Date]

**To:** All Tenants and Business Owners of [Retail Center Name]

**Subject:** Notice of Planned Power Outage

Dear Tenant,

Please be advised that a planned power outage is scheduled for [Retail Center Name] to facilitate necessary electrical maintenance and upgrades.

**The outage is scheduled for the following date and time:**

- **Start Date:** [Day of week], [Date]
- **Start Time:** [Time AM/PM]
- **Estimated Duration:** [Number of hours]
- **Expected Restoration:** [Time AM/PM]

During this period, there will be no electrical service to your premises. This includes lighting, HVAC systems, security alarms, and point-of-sale equipment. We recommend taking the following precautions:

- Turn off and unplug sensitive electronic equipment and computers.
- Ensure all refrigerated or temperature-sensitive inventory is secured.
- Notify your security provider regarding the temporary loss of power.
- Adjust staff schedules or business hours as necessary.

We apologize for any inconvenience this may cause and appreciate your patience as we work to ensure the long-term reliability of our center's infrastructure.

If you have any questions or concerns, please contact the Management Office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]

[Title/Property Manager]

[Management Company Name]