

[Date]

[Tenant Name]

[Company Name]

[Unit/Suite Number]

[Industrial Park Name]

Subject: Notice of Scheduled Electrical Grid Maintenance and Power Interruption

Dear Valued Tenant,

This letter is to inform you that [Management/Utility Provider] will be conducting essential maintenance on the industrial park's electrical grid. This work is necessary to ensure the continued reliability and safety of the power supply.

Please be advised that a temporary power interruption will occur during the following period:

- **Date of Interruption:** [Day of week, Date]
- **Start Time:** [Time]
- **Estimated End Time:** [Time]
- **Affected Areas:** [Specific Blocks/Buildings or Entire Park]

To prevent any damage to your equipment or loss of data, we recommend taking the following precautions:

- Shut down all computers, servers, and sensitive electronic machinery prior to the scheduled start time.
- Unplug heavy industrial equipment to avoid surges when power is restored.
- Ensure all backup generators (if applicable) are tested and ready for use.

We apologize for any inconvenience this outage may cause to your operations. Our team will work to restore power as quickly as possible. Please note that the restoration time is an estimate and may be subject to change based on technical conditions.

If you have any specific concerns or questions regarding this maintenance, please contact the Facilities Office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management/Industrial Park Name]