

# Important Notice: Electrical Maintenance

Dear Tenants,

We hope this message finds you well. We would like to inform you that we will be conducting electrical maintenance in the building on **[Date]** from **[Start Time]** to **[End Time]**.

This maintenance is essential to ensure the safety and reliability of electrical systems in the building. During this time, you may experience temporary power outages. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or concerns, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your attention to this matter.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Building/Management Company Name]**