

# Notification of Power Outage

Date: [Insert Date]

Dear Residents,

We would like to inform you about a scheduled power outage that will be taking place in your area. This outage is necessary for essential maintenance work on our electrical infrastructure.

## Details of the Outage:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Areas Affected:** [Insert Specific Areas]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. If you have any questions or concerns, please do not hesitate to contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]