

# Emergency Power Outage Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an emergency power outage that will affect your area. This situation has arisen due to [briefly explain reason, e.g., severe weather conditions or infrastructure maintenance].

The power outage is scheduled to begin on [start date and time] and is expected to last until [end date and time]. We understand that this may cause inconvenience, and we are doing our best to restore power as quickly as possible.

In the meantime, we recommend taking the following precautions:

- Ensure you have sufficient supplies of food and water.
- Charge all mobile devices and power banks in advance.
- Keep flashlights and batteries handy.
- Avoid opening refrigerators and freezers to preserve food.

For real-time updates regarding the power outage, please check our website or contact our customer service at [insert contact number].

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]