

# Power Outage Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a scheduled power outage in your area on [Date] from [Start Time] to [End Time]. This outage is necessary to perform essential maintenance and upgrades to our electrical infrastructure.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. Please take the necessary precautions to prepare for this outage and ensure that you have an alternative plan in place.

If you have any questions or require further information, please do not hesitate to contact our customer service at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]