

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a detailed load shedding plan for our area. As a concerned resident, it is essential for me and my community to understand the scheduled load shedding periods, the criteria for load shedding decisions, and any measures being implemented to minimize the impact on residents and businesses.

Having access to this information will help us better prepare and manage our daily activities during the load shedding periods. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]