

# Scheduled Power Outage Notification

Dear Occupants,

We would like to inform you of a scheduled power outage in your area to facilitate necessary maintenance work.

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]