

Important Notice: Power Outage

Date: [Insert Date]

Dear Residents,

We are writing to inform you about a scheduled power outage that will affect your area. The details are as follows:

Outage Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Reason:** [Insert Reason for Outage]

We recommend that you take the necessary precautions to prepare for this interruption. Please ensure that you have sufficient supplies and safety measures in place.

If you have any questions or need further assistance, please do not hesitate to contact our customer service at [Insert Contact Number] or [Insert Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Utility Name]