

# Notification of Temporary Power Outage

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of a scheduled temporary power outage due to essential maintenance work.

**Date:** [Insert Date]

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

**Affected Areas:** [Insert Affected Areas]

We understand that this may cause inconvenience, and we apologize for any disruption. Our team will work diligently to minimize the downtime and restore power as quickly as possible.

If you have any questions or concerns, please feel free to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Company Name]

[Your Contact Information]