

Important Notice: Planned Electricity Shutdown

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a scheduled electricity shutdown in your area on [insert date and time]. This necessary maintenance is part of our commitment to provide reliable electricity service to our customers.

The planned shutdown will affect the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

We understand that outages can be inconvenient, and we apologize for any disruption this may cause. Please ensure that you take necessary precautions to prepare for this temporary disruption in service.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]