

# Scheduled Power Outage Notice

Dear Residents,

We would like to inform you that there will be a scheduled power outage in your area on **[Date]** from **[Start Time]** to **[End Time]**. This outage is necessary to perform essential maintenance and upgrades to our electrical systems.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or concerns, please do not hesitate to contact our customer service at **[Phone Number]** or **[Email Address]**.

Thank you for your understanding.

Sincerely,

**[Your Company Name]**  
**[Contact Information]**