

Maintenance Notification

Date: [Insert Date]

Dear [Resident/Tenant Name],

This is to inform you that we have detected electrical problems in the building that require immediate attention. Our maintenance team will be addressing these issues on [Insert Date and Time].

Please ensure that you take necessary precautions during this time, including:

- Avoid using electrical appliances.
- Keep all electrical fixtures accessible for maintenance.

If you have any questions or concerns, please do not hesitate to contact the management office at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Building Management Name]