

Power Outage Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to inform you that there will be a scheduled power outage in your area on [insert date] from [insert start time] to [insert end time]. This outage is necessary due to [brief explanation of the reason, e.g., maintenance, upgrades, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]