

To:

Date:

Subject: Power Outage Notification

Dear

We would like to inform you that there will be a scheduled power outage as follows:

- Date:
- Time:
- Duration:
- Affected Area(s):

The outage is necessary for:

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation during this period. Should you have any questions or require further information, please contact:

Sincerely,