

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Notice of Scheduled Electricity Shut-Off

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about a scheduled electricity shut-off that will occur on [Date] from [Start Time] to [End Time]. This temporary disruption is necessary to perform essential maintenance and upgrades to our electrical infrastructure.

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your daily routine. We recommend taking the following precautions:

- Ensure that all electronic devices are unplugged before the shut-off period.
- Store any perishable items in a cooler or refrigerator as needed.
- Consider alternative lighting methods during the outage.

Should you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your understanding and cooperation as we work to improve our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]