

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

The Manager

NTPC Limited

[NTPC Office Address]

[City, State, ZIP Code]

Subject: Outage Reporting

Dear Sir/Madam,

I am writing to formally report an outage that occurred on [date] at [time] affecting [specific details about the affected system or equipment, including the location].

The outage was caused by [brief explanation of the cause, if known], resulting in [impact of the outage, e.g., loss of generation, equipment failure, etc.]. We are currently taking the necessary steps to investigate the issue and restore service as soon as possible.

We anticipate that the restoration process will take approximately [estimated time for restoration], and we will keep you updated on our progress.

Please let us know if you require any further information or if you would like to discuss this matter in more detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]