Date:

**Subject: Notice of Electricity Meter Box Maintenance**

Dear members,

This is to inform you that there will be essential maintenance work carried out on the electricity meter box for your flat. The maintenance is scheduled to take place as follows:

Date:

Time: Approximately 3 to 4 hours

During this period, it will be necessary to temporarily shut off the electricity supply to your flat to ensure the safety of the maintenance team and to complete the work efficiently. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

Please ensure that all sensitive electronic equipment is properly shut down and unplugged before the maintenance work begins to avoid any potential damage. If you have any specific concerns or requirements during this period, please do not hesitate to contact us in advance.

We aim to complete the maintenance as swiftly as possible and will restore the electricity supply at the earliest opportunity.

Thank you for your attention to this matter.

Sincerely,