

Dear [Tenant's Name],

We hope this message finds you well. We wanted to inform you that we have scheduled maintenance for your unit on [Date] at [Time].

The maintenance will include:

- [Description of maintenance task 1]
- [Description of maintenance task 2]
- [Description of maintenance task 3]

Please ensure that you have made any necessary arrangements to accommodate the maintenance personnel during this time.

If you have any questions or concerns, feel free to contact us at [Landlord's Contact Information].

Thank you for your cooperation!

Sincerely,

[Landlord's Name]

[Landlord's Address]

[Landlord's Contact Information]