

# Notice to Residents

Dear Residents,

We would like to inform you that the scheduled maintenance service originally planned for **[date]** has been put on hold due to unforeseen circumstances. We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve the issues at hand.

We are currently in communication with our service providers and will keep you updated on the new schedule. Your safety and comfort are our top priorities, and we are doing our best to expedite this process.

If you have any questions or concerns, please do not hesitate to reach out to the property management office.

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

Date: [Current Date]