

# Pool Cleaning Notification

Dear Tenants,

We hope this message finds you well. This is to inform you that the pool will be undergoing cleaning and maintenance on **[Date]** starting from **[Start Time]** until **[End Time]**.

During this period, the pool will be closed to all residents. We appreciate your understanding and cooperation as we work to maintain the facility for everyone's enjoyment.

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]