

Tenant Pool Maintenance Schedule

Dear Residents,

We hope this message finds you well. We would like to inform you of the upcoming maintenance schedule for the pool area:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Activities:**
 - Cleaning the pool
 - Checking water quality
 - Inspecting pool equipment

Please plan your usage of the pool accordingly. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions, feel free to reach out to the management office.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]