

# Tenant Swimming Pool Upkeep Announcement

Dear Residents,

We hope this message finds you well. We are writing to inform you that routine maintenance of the swimming pool will take place on **[Insert Date]**. This maintenance is essential to ensure a safe and clean swimming environment for all tenants.

The pool will be closed from **[Insert Start Time]** to **[Insert End Time]**. We appreciate your understanding and cooperation during this time.

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

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company]