

Maintenance Notification

Date: [Insert Date]

Dear Residents,

We would like to inform you that scheduled maintenance will take place in the common areas of the building on [Insert Date(s)]. The maintenance work will include:

- Cleaning and repairs of the hallways
- Landscaping in the garden area
- Inspection of lighting fixtures

Please be mindful of the workmen and any temporary restrictions that may be in place during this time. We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain our community.

If you have any questions or concerns, please feel free to contact the management office at [Insert Contact Information].

Thank you for your cooperation.

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