

# Roof Maintenance Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that scheduled roof maintenance will take place on [start date] and is expected to be completed by [end date].

During this time, there may be some noise and temporary disruption. We recommend taking any necessary precautions to ensure your belongings are protected.

We appreciate your understanding and cooperation during this maintenance period.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Property Management Company Name]