

Temporary Roof Maintenance Procedures

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about the upcoming temporary roof maintenance procedures that will be taking place in your unit.

Maintenance Schedule

The maintenance work is scheduled to begin on [Start Date] and is expected to last until [End Date]. During this time, our maintenance team will be conducting necessary repairs to ensure the integrity and safety of the roof.

Access Requirements

Please ensure that access to your unit is available during the scheduled maintenance times. Our maintenance staff will need to access your roof space, and it is important that all personal items are moved away from the area.

Safety Precautions

We will take all necessary precautions to minimize disruptions and ensure the safety of residents and workers. Please be aware of any warning signs or barriers set up around the maintenance area.

Contact Information

If you have any questions or concerns regarding the maintenance procedures, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]