

Urgent Roof Maintenance Alert

Dear Residents,

We are writing to inform you of an urgent need for roof maintenance in our building. Due to recent heavy rains and potential damage, it is essential to address these issues promptly to ensure the safety and comfort of all residents.

The maintenance work will take place on **[Date]** starting at **[Time]**. We kindly ask that all residents make necessary arrangements during this time as access to certain areas may be restricted.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

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

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Building Management/Organization]
[Contact Information]