

# Notice to Residents

Date: [Insert Date]

Dear Residents,

We hope this message finds you well. We would like to inform you of a plumbing issue that has been identified in the kitchen facilities of the building. Our maintenance team discovered a leak in the plumbing system, which may affect the water supply.

We are in the process of scheduling repairs, and we expect to have the issue resolved by [insert estimated completion date]. During this time, we ask for your patience and cooperation. Please refrain from using the kitchen sinks and related plumbing fixtures until the repairs are completed.

If you have any questions or require further assistance, please do not hesitate to contact the management office at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Building Name]