

Critical Maintenance Alert

Date: [Insert Date]

Dear Tenants,

We would like to inform you of a critical maintenance issue that requires immediate attention. To ensure your safety and comfort, our maintenance team will be conducting repairs on [specific issue, e.g., plumbing, heating, etc.] in the building.

Details of the Maintenance:

- **Date of Maintenance:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Affected Areas:** [List affected areas]

Please be assured that we are working to minimize any disruption and will do our best to complete the work as quickly as possible.

We appreciate your understanding and cooperation during this time. If you have any questions or concerns, please do not hesitate to contact the management office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]