

Dear Residents,

We hope this message finds you well. We are writing to inform you about some essential repairs that will be conducted in our residential building.

Repair Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Specify Areas Affected]
- **Type of Repair:** [Brief Description of Repair Work]

Impact on Residents:

During the repair work, there may be temporary disruptions. We apologize for any inconvenience this may cause and appreciate your understanding.

Contact Information:

If you have any questions or concerns, please do not hesitate to contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company Name]