

Important Maintenance Notification

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that major maintenance work will be taking place at [Property Address]. This is to ensure the continued safety and comfort of all residents.

Maintenance Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Work Hours:** [Work Hours, e.g., 9 AM - 5 PM]
- **Areas Affected:** [Affected Areas]
- **Contractor:** [Contractor Name]

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 contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]