

Important Notice to Leaseholders

Date: [Insert Date]

Dear Leaseholder,

We are writing to inform you of significant repairs that will be taking place in our building. These repairs are necessary to maintain the safety and integrity of our property.

Details of the Repair Work:

- **Type of Repair:** [Describe the type of repair]
- **Location:** [Specify the location in the building]
- **Start Date:** [Insert Start Date]
- **Expected Completion Date:** [Insert Completion Date]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our community. Please feel free to reach out to the management office if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Building Name]

[Contact Information]