

Notification of Facility Renovation

Date: [Insert Date]

Dear [Member's Name],

We are writing to inform you that the [Association Name] will be undergoing renovation of our facilities starting from [Start Date] to [End Date]. This renovation is aimed at improving our services and providing a better experience for all our members.

During this time, certain areas of the facility will be unavailable. We apologize for any inconvenience this may cause and appreciate your understanding and support.

For any inquiries or further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]