

Maintenance Notification

Dear Residents,

We are writing to inform you that scheduled maintenance for the pool will take place from **[Start Date]** to **[End Date]**. This renovation is part of our ongoing efforts to enhance the facilities and ensure a safe and enjoyable environment for all residents.

During this period, the pool will be closed for all activities. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or concerns, please feel free to contact us at **[Contact Information]**.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Company/Property Management Name]