

Dear Residents,

We are excited to announce that the upgrade of our community pool will commence on **[Start Date]** and is expected to be completed by **[End Date]**.

The planned upgrades include the following:

- Renovation of the pool deck
- Installation of new pool filters and heaters
- Improvement of lighting and landscaping
- Adding a splash pad for children

Please note that the pool will be closed during the renovation period. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our community facilities.

For questions or concerns, feel free to contact us at **[Contact Information]**.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Title]

[Community/Organization Name]