

Planned Maintenance Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about upcoming planned maintenance in your building/unit.

Maintenance Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Description of Work: [Brief Description of Maintenance Work]

We understand that this may cause some inconvenience, and we appreciate your understanding as we work to maintain and improve your living environment.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]