

Preventive Maintenance Schedule Notification

Date: [Insert Date]

Dear Tenants,

We would like to inform you of our upcoming preventive maintenance schedule for the building. The scheduled maintenance is part of our ongoing commitment to ensure a safe and comfortable living environment for all our residents.

Scheduled Maintenance Dates and Details:

- **HVAC System Inspection:** [Insert Date and Time]
- **Fire Alarm System Test:** [Insert Date and Time]
- **Plumbing Maintenance:** [Insert Date and Time]
- **Common Area Cleaning:** [Insert Date and Time]

We kindly ask for your cooperation during these maintenance activities. Please ensure that any personal belongings are moved away from common areas prior to the scheduled dates. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, feel free to contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Building Management Name]