

Scheduled Maintenance Notification

Dear Residents,

We would like to inform you that scheduled maintenance will take place in our building on **[date]** from **[start time]** to **[end time]**. This maintenance is necessary to ensure the safety and quality of our living environment.

The areas affected will include:

- [Area 1]
- [Area 2]
- [Area 3]

Please plan to adjust your schedules accordingly, and we apologize for any inconvenience this may cause. Your understanding and cooperation are greatly appreciated.

If you have any questions or concerns, feel free to reach out to the management office at **[contact information]**.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Building Management]