

Immediate Maintenance Notification

Dear Residents,

We hope this message finds you well. We are writing to inform you that immediate maintenance is required in the building. Our maintenance team has identified the following issues that need urgent attention:

- Leaking pipes in the common area
- Electrical issues in apartment 3B
- Heating malfunction affecting multiple units

The maintenance team will be working on these issues starting **[Date]** at **[Time]**. Please ensure that your doors are unlocked during this time to allow access for the repairs.

We appreciate your cooperation and understanding as we work to resolve these matters promptly. If you have any questions or concerns, please do not hesitate to contact the management office.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Building/Management Company Name]

[Contact Information]