

# Notice of Sink Fixture Improvement

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we will be undertaking improvements to the sink fixtures in your unit, located at [Unit Address].

The improvement work is scheduled to take place on [Insert Date of Improvement], and we anticipate that it will take approximately [Insert Duration] to complete. Please be assured that we will make every effort to minimize any inconvenience this may cause.

If you have any questions or concerns regarding this notice or the upcoming work, please feel free to contact us at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Address]

[Landlord's Phone Number]

[Landlord's Email Address]