

Dear [Tenant Name],

We hope this message finds you well. We are writing to inform you that we will be scheduling a replacement of the sink fixture in your unit.

Date of Service: [Insert Date]

Time of Service: [Insert Time]

Please ensure that the area around the sink is clear and accessible for the maintenance team. If you have any specific concerns or require a different time, do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]