

# Notice of Sink Fixture Upgrade

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that we will be upgrading the sink fixtures in your unit ([Unit Number]) on [Date]. This upgrade is part of our ongoing efforts to improve the quality of your living space.

The work is scheduled to begin at [Start Time] and is expected to be completed by [End Time]. During this time, there may be temporary disruptions to your water supply. We appreciate your understanding and cooperation as we work to enhance your unit.

If you have any questions or concerns, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]