

Scheduled Door Repair Notification

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that a door repair has been scheduled for your unit ([Unit Number]) on [Date] at [Time]. Our maintenance team will be on-site to address the issue.

Please ensure that the area around the door is clear, and let us know if you have any special instructions or concerns before the scheduled time.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]