

# Notice of Maintenance

Date: [Insert Date]

Dear Residents,

This is to inform you that maintenance work on the apartment entrance door will be scheduled for [Insert Date and Time].

The maintenance team will be addressing the following issues:

- Repairing door locks
- Inspecting hinges and door frames
- Testing the entry system

We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure your safety and comfort.

If you have any questions, please feel free to contact the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Apartment Management]