

Notice to All Tenants

Date: [Insert Date]

Dear Tenants,

We would like to inform you that the side entrance of the building will be closed for maintenance starting on [Insert Start Date] and is expected to reopen on [Insert End Date]. This is necessary to ensure the safety and security of all residents.

During this period, please use the main entrance for all access to the building. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or concerns, please do not hesitate to contact the management office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]