

Notice of Disruption to Communal Transport Services

Date: [Insert Date]

Dear Tenants,

We are writing to inform you that there will be a temporary disruption to our communal transport services due to [reason for disruption, e.g., maintenance work, unforeseen circumstances]. This disruption will take place from [start date] to [end date].

We understand the importance of these services for your daily commutes and apologize for any inconvenience this may cause. During this time, we encourage you to explore alternative transportation options.

We appreciate your patience and understanding. For any queries or further information, please do not hesitate to contact our management office at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]