

# Emergency Maintenance Notice

Dear Residents,

We hope this message finds you well. We are writing to inform you that an emergency maintenance issue has arisen that requires immediate attention.

**Date:** [Insert date]

**Time:** [Insert time]

**Description of Work:** [Briefly describe the nature of the emergency maintenance]

We understand that this may cause some inconvenience and we appreciate your cooperation and understanding as we work to resolve the issue promptly.

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]

[Company/Building Name]