

# Emergency Maintenance Announcement

Dear Residents,

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, we will be conducting emergency maintenance in the building on

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

This maintenance is necessary to ensure the safety and comfort of all residents. We apologize for any inconvenience this may cause and appreciate your understanding during this time.

Should you have any questions or require assistance, please do not hesitate to contact the management office.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]