

Pool Maintenance Notification

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that there will be scheduled maintenance for the pool located at [Location/Address] on [Date] from [Start Time] to [End Time].

During this time, the pool will be closed for cleaning and maintenance activities. We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain a safe and enjoyable swimming environment for all residents.

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Management Company/Organization Name]