

Memo

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Elevator Inspection Service Interruption Notification

Dear [Recipient Name],

This memo is to inform you that the elevator inspection service will be temporarily interrupted due to [reason for interruption, e.g., scheduled maintenance, emergency repairs]. The interruption is scheduled for [insert date and time] and is expected to last until [insert expected completion time].

During this time, the elevator will be out of service, and we advise all residents and staff to use the staircase for access to upper floors. We apologize for any inconvenience this may cause and will make every effort to complete the inspection as quickly and efficiently as possible.

Should you have any questions or require further assistance, please feel free to reach out to me directly at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]