

Important Notice: Elevator Maintenance Outage

Dear Residents/Employees,

We wish to inform you that scheduled maintenance will take place on the elevator serving our building. The elevator will be out of service from **[Start Date]** to **[End Date]**.

This maintenance is essential to ensure the continued safety and reliability of our elevator system. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

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

Thank you for your attention.

Sincerely,
[Your Name]
[Your Title]
[Building/Company Name]