

Important Announcement: Elevator Operational Pause

Dear Residents and Visitors,

We would like to inform you that the elevator in our building will be temporarily out of service for necessary maintenance. This operational pause will take place from **[Start Date]** to **[End Date]**.

During this time, we recommend using the stairs to access your floors. We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure the safety and functionality of our facilities.

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

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Building/Organization Name]