

Elevator Repair Schedule Notice

Date: [Insert Date]

Dear Residents,

This is to inform you that the elevator in [Building/Location Name] will be undergoing scheduled repairs on [Start Date] through [End Date]. During this time, the elevator will be out of service.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve the functionality and safety of our elevator system.

If you have any questions or concerns, please feel free to contact the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Building Management Name]

[Contact Information]