

Elevator Service Interruption Notification

Date: [Insert Date]

Dear [Resident/Occupant Name],

We would like to inform you that the elevator service in [Building Name/Location] will be temporarily interrupted due to necessary maintenance and repairs. The service interruption is scheduled for:

Start Date and Time: [Insert Start Date and Time]

End Date and Time: [Insert Estimated End Date and Time]

We understand the inconvenience this may cause and appreciate your patience and understanding as we work to improve the safety and reliability of our elevator service.

If you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]