

Notification of Elevator Servicing Downtime

Dear Residents/Occupants,

We would like to inform you that the elevator servicing will take place on **[Insert Date]** from **[Start Time]** to **[End Time]**. During this period, the elevator will be temporarily out of service.

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

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

Thank you for your attention to this matter.

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