

Lift Maintenance Downtime Alert

Date: [Insert Date]

To All Residents/Occupants,

We would like to inform you that the lift located in [Building Name/Address] will be undergoing scheduled maintenance.

Downtime Schedule:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]

During this period, the lift will be out of service. We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure your safety and comfort.

If you have any questions or require further information, please do not hesitate to contact [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]