

Lift Maintenance Notification

Dear Residents,

We would like to inform you that routine maintenance for the lift in our building is scheduled to take place on **[Start Date]** to **[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 the safety and functionality of our facilities.

If you have any questions or concerns, please do not hesitate to contact the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Building/Company Name]

[Contact Information]