

Notification of Central Heating System Upgrade

Dear [Resident's Name],

We are pleased to inform you that our community is scheduled to undergo an upgrade of the central heating system. This upgrade will improve the efficiency and reliability of our heating services.

Upgrade Schedule:

- **Start Date:** [Start Date]
- **Completion Date:** [Completion Date]

During this period, there may be temporary disruptions to heating services. We will do our best to minimize any inconvenience.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

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