

Facility Maintenance Announcement

Date: [Insert Date]

Dear [Facility Users/Employees/Residents],

We would like to inform you that scheduled maintenance will take place on [Insert Dates] at [Insert Facility Name]. The maintenance will include [briefly describe the maintenance work, e.g., HVAC servicing, plumbing repairs, etc.].

During this time, certain areas may be temporarily unavailable. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our facility.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Facility Management Team/Organization Name]

[Contact Information]