

Preventive Maintenance Announcement

Dear [Team/Staff/Residents],

We would like to inform you that scheduled preventive maintenance will take place on [start date] through [end date]. This maintenance is essential to ensure optimal functioning and longevity of our facilities.

During this period, you may experience some temporary interruptions. We appreciate your understanding and cooperation as we work to improve our services.

If you have any questions or concerns, please do not hesitate to contact [contact person or department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]