

Common Area Maintenance Notification

Date: [Insert Date]

Dear [Residents/Tenants],

We would like to inform you that common area maintenance will take place on [insert date]. The maintenance will include [briefly describe the work being done, e.g., landscaping, cleaning, repairs].

Please be advised of the following:

- Duration: [insert start and end time]
- Impacted areas: [list areas that will be affected]
- Contact number for inquiries: [insert contact details]

We appreciate your understanding and cooperation as we work to maintain our community's common areas.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]