

# Maintenance Notification

Dear [Tenant's Name],

We are writing to inform you of a maintenance issue that has been reported in your accommodation unit [Unit Number or Address].

Issue Description: [Briefly describe the maintenance issue]

We will be addressing this issue on [Date] at [Time]. Our maintenance team will arrive to assess and resolve the problem. Please ensure that you are available during this time, or let us know if alternate arrangements are necessary.

If you have any questions or concerns, please feel free to contact us at [Contact Information]. We appreciate your understanding and cooperation.

Thank you,

[Your Name]

[Your Position]

[Company/Management Name]

[Contact Information]