

# Property Maintenance Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This is to inform you that scheduled maintenance will take place at the property located at [Property Address] on [Maintenance Date]. The maintenance will include [brief description of maintenance work, e.g., landscaping, plumbing, electrical work].

We expect the work to start at [Start Time] and finish by [End Time]. During this time, access to certain areas of the property may be limited. We ask that you make any necessary arrangements and inform us of any special considerations you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]