

Advance Notice of Maintenance Works

Dear Residents,

We hope this message finds you well. We wish to inform you that scheduled maintenance work will be taking place in our building.

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Nature of Work: [Brief Description of Maintenance Work]

Please be advised that the work may create noise disruptions during the mentioned times. We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain a safe and comfortable environment for everyone.

If you have any questions or concerns, please feel free to contact the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]