

# Dear Residents,

We would like to inform you about upcoming maintenance work scheduled in our community that may result in increased noise levels.

**Date:** [Insert Date]

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

**Location:** [Specify Location]

This maintenance is necessary to ensure the continued safety and upkeep of our facilities. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation during this time.

If you have any questions or concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]