

# Notice to Tenants

Date: [Insert Date]

Dear Tenants,

We hope this message finds you well. We would like to inform you that maintenance work is scheduled to take place in our building on [Insert Dates]. During this period, you may experience some noise disruptions.

Details of the maintenance:

- **Type of Work:** [Insert Type of Maintenance]
- **Schedule:** [Insert Start and End Time]
- **Location:** [Insert Specific Areas]

We appreciate your understanding and patience as we work to improve the quality of our building. If you have any questions or concerns, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]