

Notice of Essential Maintenance Work

Dear [Resident's Name/Occupants],

We would like to inform you that essential maintenance work is scheduled in your area. The work will involve [brief description of the maintenance work] and is expected to start on [start date] and conclude on [end date].

Please be advised that during this period, there may be significant noise levels from [specific equipment or activities]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve [facility/building/etc.].

If you have any further questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]