

Important Notice: Unexpected Facility Repair

Dear [Facility Users/Team],

We hope this message finds you well. We are writing to inform you of an unexpected repair that needs to be conducted at our facility. This maintenance is necessary to ensure the safety and comfort of all users.

The repair is scheduled to begin on [start date] and is expected to be completed by [end date]. During this time, [specific areas or services that will be affected] may be unavailable or operated under limited capacity.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation. Please feel free to reach out to [contact person or department] at [contact information] if you have any questions or require further information.

Thank you for your patience as we work to improve our facility.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]

[Organization Contact Information]