

# Notice of Ongoing Utility Maintenance

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that ongoing maintenance work is currently being conducted on the utility systems within the building. This maintenance is essential to ensure the reliability and safety of the utilities you rely on.

## **Maintenance Schedule:**

- Date: [Start Date] to [End Date]
- Time: [Start Time] to [End Time]

During this period, you may experience temporary disruptions in services such as water, electricity, or heating. We apologize for any inconvenience this may cause and appreciate your understanding and patience as we work to improve our systems.

If you have any questions or concerns, please feel free to contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Building/Management Company Name]