

# Water Service Interruption Alert

Dear Tenants,

We would like to inform you that there will be a temporary interruption of water service in the building on **[Date]** from **[Start Time]** to **[End Time]**. This interruption is necessary to perform essential maintenance work.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation. Please take any necessary measures to prepare for this interruption.

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

Thank you for your attention to this matter.

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