

Plumbing Repair Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that plumbing repairs will be conducted in your unit [Unit Number] on [Date] starting at [Time]. The repairs are necessary to address [brief description of the issue].

Please ensure that any personal items in the area of repair are moved to avoid damage. We anticipate that the repairs will take approximately [Duration].

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

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]