

Maintenance Notification

Dear [Resident's Name],

We are writing to inform you of an issue that has been reported regarding your appliance.

Issue: [Description of the appliance issue]

Expected resolution date: [Date]

Our maintenance team will be addressing this issue to ensure your appliance is functioning properly. Please allow them access during the designated time. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]