

Date: [Insert Date]

To: All Residents / Tenants

Subject: Notice of Amenity Renovation and Restricted Access

Dear Residents,

Please be advised that we will be beginning renovation work on the **[Name of Amenity, e.g., Fitness Center / Swimming Pool]** to improve our community facilities. To ensure the safety of our residents and the efficiency of the construction team, access to this area will be restricted during the renovation period.

Closure Details:

- **Start Date:** [Insert Start Date]
- **Estimated Completion Date:** [Insert End Date]
- **Restricted Areas:** [Insert Specific Areas, e.g., Locker Rooms, Main Deck]

During this time, the amenity will be **[fully closed / partially accessible]**. We kindly ask that you do not enter the cordoned-off construction zones for any reason. Noise levels may increase during daytime hours (9:00 AM - 5:00 PM).

Alternative arrangements: [Optional: e.g., Residents may use the facility at our sister property / A temporary area has been set up at Location X].

We apologize for any inconvenience this may cause and appreciate your patience as we work to upgrade our amenities. We look forward to unveiling the improved space soon.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Building/Community Name] Management