

Date: [Insert Date]

Dear Valued Tenant,

[Insert your message here. For example: This is a friendly reminder regarding the upcoming maintenance scheduled for your building on August 20th. Our team will need access to the common areas between 9:00 AM and 5:00 PM.]

[Insert any specific instructions or additional information here. For example: Please ensure that all personal items are cleared from the hallway during this time.]

We appreciate your cooperation and thank you for being a valued member of our community. If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]  
[Company Name]  
[Contact Information]