

[Date]

[Building Name/Property Address]

[City, State, Zip Code]

Subject: Notice of Scheduled Elevator Maintenance and Servicing

Dear Residents and Tenants,

Please be advised that we have scheduled routine preventative maintenance for the elevator(s) in the building. This work is necessary to ensure the continued safety, reliability, and performance of our equipment.

Scheduled Date: [Date of Service]

Scheduled Time: [Start Time] to [End Time]

During this period, the elevator will be out of service. We recommend that you plan your arrivals and departures accordingly. If the building has multiple elevators, at least one will remain operational while the other is being serviced.

We apologize for any inconvenience this temporary service interruption may cause. Our goal is to complete the maintenance as quickly and efficiently as possible.

If you have any questions or require special assistance during this time, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Property Management Team]

[Company Name]