

Date: [Date]

To: All Residents and Tenants

From: [Management/Building Owner Name]

Subject: Notice of General Building Preventative Maintenance

Dear Residents,

This letter is to inform you that we have scheduled general preventative maintenance for the building to ensure all systems are operating efficiently and safely.

Scheduled Date(s): [Start Date] to [End Date]

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

Scope of Work:

The maintenance will include the following:

- [Item 1: e.g., HVAC system inspection]
- [Item 2: e.g., Plumbing and leak checks]
- [Item 3: e.g., Fire alarm and safety testing]
- [Item 4: e.g., Electrical panel maintenance]

Impact on Residents:

During this period, you may notice the following:

- Presence of maintenance personnel in common areas.
- [Optional: Brief interruptions to water/electricity/internet services].
- [Optional: Noise from tools or equipment].
- [Optional: Requirement for entry into individual units].

If entry into your specific unit is required, a separate 24-hour notice will be provided, or a staff member will be accompanied by building management.

We apologize for any inconvenience this may cause and appreciate your cooperation in helping us maintain the quality of the building.

If you have any questions or concerns, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Signature/Name]

[Title/Building Management]