

NOTICE OF TEMPORARY WATER SHUT-OFF

Date: [Insert Date]

To All Residents/Tenants of: [Insert Building Name or Address]

Please be advised that the water supply to your unit/building will be temporarily shut off to perform necessary plumbing repairs.

Scheduled Date: [Insert Date of Shut-Off]

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

During this period, there will be no water available for sinks, toilets, showers, or laundry facilities. We recommend that you draw any water you may need for drinking or essential use prior to the scheduled start time.

Once the water is restored, you may experience brief air sputtering in the pipes or slight discoloration. If this occurs, please run your cold water taps for a few minutes until the water runs clear.

We apologize for any inconvenience this may cause and thank you for your patience while we complete these essential repairs.

If you have any questions, please contact: [Insert Contact Name/Phone Number]

Sincerely,

[Insert Your Name/Property Management Name]

[Insert Contact Information]