

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

RE: Notice of Upcoming Utility Infrastructure Upgrade

Dear [Tenant Name],

This letter is to inform you that we will be performing essential upgrades to the utility infrastructure at [Property Name/Address]. These improvements are necessary to ensure the continued reliability and efficiency of your [Type of Utility: e.g., Water, Electrical, Gas] service.

Scheduled Work Details:

- **Start Date:** [Date]
- **Estimated Completion:** [Date]
- **Daily Work Hours:** [Start Time] to [End Time]

Impact on Services:

Please be advised that your [Type of Utility] service will be temporarily interrupted on [Date] between the hours of [Time] and [Time]. We recommend taking any necessary precautions prior to the scheduled shut-off.

What to Expect:

- Contractors and maintenance staff will be present in [Common Areas / Specific Locations].
- There may be increased noise levels during work hours.
- [Additional Detail: e.g., Limited access to the parking lot or specific entrances].

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve the property's infrastructure. If you have any questions or medical requirements that necessitate constant utility access, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company]

[Contact Information]