

**Date:** [Insert Date]

**To:** All Building Tenants and Occupants

**Subject:** Notice of Temporary HVAC System Outage

Dear Residents/Tenants,

Please be advised that the heating, ventilation, and air conditioning (HVAC) system in the building will be temporarily shut down to perform essential maintenance and repairs.

The outage is scheduled for the following time:

- **Date:** [Insert Date of Maintenance]
- **Start Time:** [Insert Time]
- **Estimated Completion:** [Insert Time]

**Affected Areas:** [Insert Specific Floors, Units, or "Entire Building"]

During this period, you may notice a change in indoor temperature and air circulation. We recommend keeping windows and doors closed to maintain current indoor temperatures as long as possible. If your area becomes uncomfortably warm or cold, please plan accordingly.

Our maintenance team will work to restore service as quickly as possible. We apologize for any inconvenience this temporary disruption may cause and appreciate your patience while we perform these necessary upgrades to our building systems.

If you have any questions or concerns, please contact the Building Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Building Management Name]