

**Date:** [Insert Date]

**To:** All Residents of [Insert Building Name/Unit Number]

**Subject:** NOTICE OF MANDATORY BATHROOM PLUMBING REPAIR

Dear Resident,

This letter is to inform you that mandatory plumbing repairs are scheduled for the bathroom(s) in your unit. These repairs are necessary to [insert reason, e.g., repair a leak, replace aging pipes, or prevent water damage].

**Scheduled Work Date(s):** [Insert Date(s)]

**Scheduled Work Hours:** [Insert Start Time] to [Insert End Time]

Please be advised of the following during the repair period:

- **Water Shut-off:** Water service to your bathroom will be turned off between the hours of [Insert Time] and [Insert Time].
- **Access Required:** Maintenance staff and/or contracted plumbers will require access to your unit. Please ensure any pets are secured and that the area under the sink and around the toilet is cleared of personal items.
- **Noise:** There may be significant noise associated with these repairs during the hours listed above.

We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the building's infrastructure.

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

Sincerely,

[Your Name/Property Management Name]

[Building Address/Office Location]