

**NOTICE: SCHEDULED WATER SHUT-OFF**

**Date:** [Current Date]

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

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

**Scheduled Date:** [Date of Repair]

**Start Time:** [Start Time, e.g., 9:00 AM]

**Estimated End Time:** [End Time, e.g., 1:00 PM]

**Reason for Shut-Off:** [Brief Description, e.g., Pipe replacement / Valve repair]

During this period, no water will be available for sinks, toilets, showers, or appliances. We recommend filling buckets or containers with water for essential use prior to the scheduled start time. Once service is restored, you may experience slight discoloration or air in the lines; please run your cold water tap for a few minutes until it clears.

We apologize for any inconvenience this may cause and appreciate your patience as we complete these essential repairs.

If you have any questions, please contact:

[Management Name/Property Manager]

[Phone Number]

[Email Address]