

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Notification of Seasonal Pool Cleaning and Maintenance**

Dear [Resident/Property Owner],

This letter is to inform you that we will be performing scheduled seasonal cleaning and maintenance on the pool area to ensure a safe and enjoyable environment for the upcoming season.

**Scheduled Dates:** [Start Date] to [End Date]

**Working Hours:** [Start Time] to [End Time]

During this period, the maintenance will include the following tasks:

- Deep cleaning and power washing of the pool deck and furniture.
- Draining, scrubbing, and refilling of the pool (if applicable).
- Inspection and servicing of filtration and chemical systems.
- Safety equipment checks and tile repairs.
- Landscaping and perimeter cleanup.

For safety reasons, the entire pool enclosure will be closed to the public while work is in progress. We kindly ask that you remove all personal belongings from the pool area prior to [Start Date].

We apologize for any inconvenience this temporary closure may cause and appreciate your patience as we improve our facilities.

If you have any questions regarding this schedule, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]