

[Date]

To: All Residents and Club Members
From: [Management Name/Board of Directors]
Subject: Notification of Scheduled Clubhouse Cleaning Services

Dear Residents,

This letter is to inform you that professional cleaning services have been scheduled for the community clubhouse. To ensure a clean and sanitary environment for everyone, the facility will undergo a deep cleaning on the following date(s):

Date(s): [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

During this period, the clubhouse will be [closed / partially restricted] to all residents and guests. We kindly ask that you remove any personal belongings from the common areas prior to the start time.

Normal access to the clubhouse will resume on [Date/Time].

We apologize for any inconvenience this temporary closure may cause and appreciate your cooperation in maintaining our community facilities.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title]

[Property Name/Association]