

**Date:** [Insert Date]

**Subject:** Notice of Fitness Center Maintenance and Disinfecting

Dear Residents/Members,

Please be advised that the fitness center will be temporarily closed for scheduled maintenance and deep disinfecting. We are performing these tasks to ensure the safety, cleanliness, and proper function of all gym equipment.

**Closure Schedule:**

- **Start Date/Time:** [Insert Day and Time]
- **Reopening Date/Time:** [Insert Day and Time]

During this period, all access to the gym will be restricted. Our team will be performing the following:

- Full equipment inspection and lubrication.
- Deep cleaning and sanitization of all surfaces.
- HVAC filter replacement and floor care.

We apologize for any inconvenience this temporary closure may cause. We appreciate your cooperation in helping us maintain a high-quality environment for your workouts.

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

Sincerely,

[Your Name/Property Management]  
[Building/Facility Name]