

**Date:** [Insert Date]

**To:** All Residents/Tenants of [Insert Property Name]

**Subject:** Notice of Routine Common Area Maintenance

Dear Residents,

This letter is to inform you that routine maintenance will be performed in the common areas of the building. This work is part of our ongoing commitment to maintaining the property and ensuring a safe environment for everyone.

**Maintenance Details:**

- **Type of Work:** [e.g., Carpet cleaning, hallway painting, HVAC filter changes, landscaping]
- **Location:** [e.g., Main lobby, 2nd-floor hallway, parking garage]
- **Scheduled Date(s):** [Insert Date] to [Insert Date]
- **Scheduled Time:** [Insert Start Time] to [Insert End Time]

**How this may affect you:**

- [e.g., Temporary noise during work hours]
- [e.g., Limited access to the lobby entrance]
- [e.g., Please remove all personal items from the hallway]

We apologize for any inconvenience this may cause and appreciate your cooperation in helping us improve our community. If you have any questions or concerns, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Contact Information]