

WATER SERVICE SUSPENSION NOTICE

Date: [Insert Date]

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

Please be advised that the water supply to the building will be temporarily suspended for necessary [maintenance / repairs / inspections].

Scheduled Date: [Insert Date of Interruption]

Estimated Duration: From [Insert Start Time] to [Insert End Time]

During this period, there will be no water available for sinks, toilets, showers, or laundry facilities. We recommend that you store a sufficient amount of water for your needs prior to the shutdown time.

Once service is restored, you may experience slight discoloration in the water or trapped air in the pipes. If this occurs, please run your cold water taps for a few minutes until the water runs clear.

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

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

Sincerely,

[Your Name/Company Name]
[Building Management]