

NOTICE: COMPLEX-WIDE SCHEDULED WATER SHUTOFF

Date: [Insert Date of Notice]

Dear Residents,

Please be advised that the water supply to the entire complex will be temporarily shut off to perform necessary maintenance/repairs.

Scheduled Date: [Insert Day and Date]

Start Time: [Insert Time, e.g., 9:00 AM]

Estimated End Time: [Insert Time, e.g., 5:00 PM]

During this period, no water will be available for sinks, toilets, showers, or laundry facilities. We recommend storing a small supply of water for personal use prior to the shutoff time.

Important Instructions:

- Keep all faucets in the "off" position during the shutoff.
- Avoid using dishwashers or washing machines during the scheduled window.
- When water service is restored, you may experience slight discoloration or air in the lines. Run your cold water for a few minutes until it clears.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve the building's infrastructure.

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

Sincerely,

[Your Name/Property Manager Name]
[Building/Complex Name] Management