

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

NOTICE OF SCHEDULED WATER SHUTOFF

Dear Resident,

Please be advised that the water supply to your building will be temporarily shut off to perform necessary repairs or maintenance.

Scheduled Date: [Date of Shutoff]

Estimated Time Frame: [Start Time] to [End Time]

During this period, you will not have access to running water for sinks, toilets, showers, or appliances. We recommend filling buckets or containers with water for your needs prior to the scheduled start time.

Once the water is turned back on, you may experience slight discoloration or air in the pipes. 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 maintain the property.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]