

NOTICE OF TEMPORARY WATER SHUTOFF

Date: [Insert Date]

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

Please be advised that the water supply to your unit will be temporarily shut off to perform routine plumbing maintenance.

Scheduled Date: [Insert Date of Maintenance]

Scheduled Time: From [Start Time] to [End Time]

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

Once the water is restored, you may experience slight discoloration or air in the lines. 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 cooperation in maintaining the building's plumbing system.

If you have any questions, please contact: [Insert Name/Phone Number]

Sincerely,

[Your Name/Building Management]