

Date: [Insert Date]

To: All Residents / Tenants / Employees

Subject: Notice of Scheduled Water Maintenance

Dear Valued Occupants,

Please be advised that we have scheduled essential maintenance for the facility's water system. This work is necessary to ensure the continued reliability and safety of our water supply.

Maintenance Schedule:

- **Start Date:** [Insert Date]
- **Start Time:** [Insert Time]
- **Estimated Completion:** [Insert Time/Date]

Impact:

During this period, water service will be [completely shut off / partially restricted]. This will affect all restrooms, kitchens, and water fountains within the [Building/Area Name].

Precautions:

- Please ensure all faucets are turned off prior to the scheduled start time.
- We recommend storing a small supply of water for use during the outage if necessary.
- Upon restoration of service, you may experience slight discoloration or air in the lines. Please 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 improve our facility.

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

Sincerely,

[Your Name/Department]
[Facility Name/Management]