

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

NOTICE OF SCHEDULED WATER SHUTOFF

Dear Tenant,

Please be advised that the water supply to your building will be temporarily shut off on the following date and time:

Date: [Date of Shutoff]

Start Time: [Start Time]

Expected End Time: [End Time]

This interruption is necessary to perform the following work:

[Description of work, e.g., plumbing repairs, pipe maintenance, or equipment upgrade]

Important Instructions:

- Please ensure all faucets and water-using appliances (dishwashers, washing machines) are turned off during this period.
- We recommend drawing a supply of water for drinking and flushing toilets prior to the shutoff time.
- When water service is restored, you may experience air in the pipes or slight discoloration. Running your cold water tap for a few minutes should clear this.

We apologize for any inconvenience this may cause and appreciate your patience as we work to maintain the property.

If you have any questions, please contact [Management/Landlord Name] at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Contact Information]