

Date: [Insert Date]

To: All Residents and Tenants

From: Building Management

Subject: ANNUAL ELEVATOR MAINTENANCE SCHEDULE

Dear Residents,

Please be advised that we have scheduled the mandatory annual safety inspection and maintenance for the building's elevators. This work is necessary to ensure the continued safety and reliability of our equipment.

Scheduled Date(s): [Insert Date(s)]

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

During this period, elevator service will be affected as follows:

- [Insert specific details, e.g., Elevator A will be out of service while Elevator B remains operational]
- [Insert specific details, e.g., Brief periods where all elevator service may be suspended]

If you have mobility issues or require special assistance during this time, please contact the Management Office at [Insert Phone Number] prior to the scheduled maintenance date.

We apologize for any inconvenience this may cause and thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name/Signature]

[Title]

[Building Name/Management Company]