

Date: [Insert Date]

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

Subject: Notice of Elevator Component Replacement and Scheduled Downtime

Dear Residents,

This letter is to inform you that we will be performing essential maintenance on the elevator system in [Building Name/Block]. To ensure the continued safety and reliability of the equipment, our technicians will be replacing [Specific Components, e.g., control boards, hoisting cables, or door operators].

Scheduled Maintenance Period:

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

Impact on Service:

During the hours listed above, the elevator will be completely out of service. Please plan your commutes and deliveries accordingly. [Optional: Mention if another elevator remains operational].

We apologize for any inconvenience this temporary downtime may cause. These upgrades are necessary to prevent unexpected breakdowns and to improve the overall performance of the elevator.

If you have any questions or require special assistance during this time, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Signature]
[Building Management/Property Owner]