

Date: [Insert Date]

To: All Residents / Tenants / Staff

Subject: Notice of Elevator Maintenance Completion and Resumption of Service

Dear Valued Residents and Tenants,

We are pleased to inform you that the scheduled maintenance and safety inspections for the elevator(s) located at [Insert Building Name/Location] have been successfully completed.

The elevator(s) listed below are now fully operational and have returned to normal service:

- [Insert Elevator ID or Location, e.g., North Bank Elevator / Service Elevator]

We thank you for your patience and cooperation during this period of maintenance. These routine checks are essential to ensure the continued safety and reliability of our building's facilities.

If you notice any irregularities or have any concerns regarding the elevator operation, please contact the Building Management Office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Building Management Name]