

**Date:** [Insert Date]

**To:** All Residents and Tenants

**Subject:** URGENT: Emergency Elevator Outage

Dear Residents,

Please be advised that the elevator(s) located at [Building Name/Address] is currently out of service due to an unexpected mechanical failure.

**Outage Details:**

- **Elevator(s) Affected:** [e.g., Main North Elevator / All Elevators]
- **Reason for Outage:** [e.g., Emergency Repair / Power Surge]
- **Estimated Repair Time:** [Insert Time or "Pending Assessment"]

Our maintenance team and elevator technicians have been dispatched and are working to resolve the issue as quickly as possible. We understand the inconvenience this causes, especially for those with mobility challenges.

If you require immediate assistance with groceries, packages, or essential access, please contact building management at [Phone Number].

We will provide an update once service has been restored. Thank you for your patience and cooperation.

Sincerely,

[Your Name/Property Manager]  
[Management Company Name]  
[Contact Information]