

NOTICE: EXTENDED TEMPORARY ELEVATOR OUTAGE

Date: [Insert Date]

To All Residents and Tenants,

Please be advised that the elevator located at [Insert Building Name/Address] will be out of service for an extended period to undergo [Insert Reason: Emergency Repairs / Modernization / Scheduled Maintenance].

Outage Schedule:

- **Start Date:** [Insert Start Date and Time]
- **Estimated Completion:** [Insert End Date and Time]

During this timeframe, the elevator will be completely unavailable. We understand that this is a significant inconvenience and we recommend that residents who have difficulty using the stairs make necessary arrangements in advance.

If you require special assistance with groceries, deliveries, or mobility during this outage, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

We are working to complete these repairs as quickly and safely as possible. We will provide updates if the timeline changes.

Thank you for your patience and cooperation.

Sincerely,

[Insert Name/Company Name]
Building Management