

NOTICE: UPCOMING ELEVATOR SERVICING

Date: [Insert Date]

To: All Residents and Tenants

Subject: Scheduled Off-Peak Elevator Maintenance

Please be advised that scheduled maintenance and safety inspections will be performed on the building elevators. To minimize disruption, this work has been scheduled during off-peak hours.

Maintenance Schedule:

- **Date(s):** [Insert Date, e.g., Tuesday, October 24th]
- **Time:** From [Insert Start Time, e.g., 11:00 PM] to [Insert End Time, e.g., 4:00 AM]

Impact:

- [Option A: All elevators will be out of service during this window.]
- [Option B: Only one elevator will be out of service; the other(s) will remain operational.]

Please plan your commutes accordingly. If you have any mobility concerns or require special assistance during this timeframe, please contact the management office in advance.

We apologize for any inconvenience and thank you for your cooperation in keeping our building equipment safe and reliable.

Sincerely,

[Your Name/Property Manager Name]
[Building Management Company]
[Contact Phone Number]