

**Date:** [Insert Date]

**Subject: Partial Elevator System Outage Advisory**

Dear Residents and Tenants,

Please be advised that we are currently experiencing a mechanical issue resulting in a partial outage of the elevator system in the building.

**Current Status:**

Elevator(s) Out of Service: [Insert Elevator Numbers/Locations]

Elevator(s) Remaining Operational: [Insert Elevator Numbers/Locations]

While the building remains accessible via the remaining operational elevator(s), please anticipate longer wait times during peak hours. We recommend allowing extra time for your commute or travel within the building.

Our maintenance team and elevator technicians have been notified and are currently working to resolve the issue as quickly as possible. We expect full service to be restored by [Insert Estimated Time/Date, if known].

If you require special assistance or have mobility concerns that are affected by this partial outage, please contact the Management Office at [Insert Phone Number] or speak with the front desk staff immediately.

We apologize for any inconvenience this may cause and appreciate your patience as we work to restore full service.

Sincerely,

[Your Name/Property Manager Name]

[Building Management Name]