

NOTICE: PLANNED ELEVATOR MAINTENANCE

Date: [Insert Date]

To: All Residents and Tenants

Building: [Insert Building Name/Address]

Please be advised that scheduled maintenance will be performed on the building's elevator(s) to ensure continued safety and reliability.

Scheduled Date: [Insert Date of Maintenance]

Estimated Time: From [Start Time] to [End Time]

During this period, the elevator will be: **[Out of Service / Intermittently Available]**.

If you require the use of an elevator for accessibility needs or have a scheduled delivery during this time, please contact the management office immediately.

We apologize for any inconvenience this may cause and thank you for your patience.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Contact Email]