

NOTICE: ROUTINE ELEVATOR INSPECTION

Date: [Insert Date]

To: All Residents and Tenants

Please be advised that we have scheduled a routine safety inspection and maintenance for the building's elevator(s).

Date of Inspection: [Insert Date]

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

During this period, the elevator will be **temporarily out of service**. If you have mobility concerns or require assistance during this time, please contact the management office in advance.

We apologize for any inconvenience this may cause and appreciate your patience as we ensure the safety of our equipment.

Sincerely,

Building Management
[Contact Phone Number]
[Contact Email]