

Date: [Insert Date]

To: All Residents and Tenants of [Building Name/Address]

Subject: Notice of Temporary Cable and Internet Service Disruption

Dear Residents,

Please be advised that there will be a temporary disruption to the cable and internet services throughout the building. This interruption is necessary to perform [planned maintenance / emergency repairs / system upgrades].

Scheduled Date: [Insert Date]

Estimated Start Time: [Insert Time]

Estimated End Time: [Insert Time]

During this window, you may experience a total loss of signal or intermittent connectivity for your television and internet services. We have scheduled this work during these hours to minimize the impact on your daily routine.

Once the work is complete, your service should restore automatically. If you encounter issues after the scheduled end time, we recommend restarting your modem or cable box.

We apologize for any inconvenience this may cause and appreciate your patience as we improve our building's infrastructure.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

Building Management
[Insert Company Name]