

[Date]

[Resident Name]

[Unit Number]

[Property Name/Address]

Subject: Notice of Temporary Cable Service Interruption

Dear Resident,

Please be advised that there will be a temporary interruption to the cable and internet services in your building. This outage is necessary to perform [maintenance / upgrades / repairs] to our system.

The service interruption is scheduled for the following time:

- **Date:** [Date of Interruption]
- **Start Time:** [Start Time, e.g., 9:00 AM]
- **Estimated End Time:** [End Time, e.g., 2:00 PM]

During this window, you may experience a total loss of television, phone, and internet signals. We recommend that you save any important online work and shut down sensitive electronic equipment prior to the start time.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve our infrastructure. If your service does not automatically return after the estimated end time, please try restarting your modem or cable box.

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

Sincerely,

[Your Name/Property Manager]

[Building Management/Company Name]