

Date: [Insert Date]

To: All Residents of [Property Name/Address]

Subject: Update Regarding [Insert Service, e.g., Water/Elevator/Internet] Disruption

Dear Residents,

We are writing to provide an update regarding the current disruption to the [Insert Service] service in the building.

Status Update:

[Insert details on what has been done so far, e.g., "Technicians are currently on-site" or "The necessary parts have been ordered"].

Estimated Resolution Time:

We anticipate that the service will be fully restored by [Insert Time/Date]. Please note that this is an estimate and may change based on the progress of the repairs.

Reason for Delay (If applicable):

[Insert reason, e.g., "The repair is more complex than initially expected"].

We apologize for the continued inconvenience and thank you for your patience while we work to resolve this matter as quickly as possible.

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

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]