

Date: [Insert Date]

To: All Tenants of [Insert Property Name/Address]

Subject: Notice of Scheduled Internet Service Interruption

Dear Residents,

Please be advised that there will be a temporary interruption to the internet services provided at the building. This interruption is necessary to perform [maintenance / upgrades / repairs] to our network infrastructure.

Scheduled Date: [Insert Date]

Estimated Start Time: [Insert Time]

Estimated End Time: [Insert Time]

During this window, you may experience a total loss of connectivity or intermittent service. We are working with the service provider to ensure that the work is completed as quickly as possible to minimize the impact on your daily activities.

If your connection does not automatically restore after the scheduled end time, please try restarting your router or modem. If issues persist beyond the maintenance window, please contact [Insert Management/IT Support Contact Info].

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

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]
[Contact Phone Number]