

Date: [Insert Date]

Subject: Important Notice: Temporary Pool Closure and Maintenance

Dear Residents and Guests,

Please be advised that the swimming pool located at [Insert Location/Building Name] will be temporarily closed for essential maintenance and repairs.

Closure Start Date: [Insert Start Date]

Estimated Reopening Date: [Insert Reopening Date]

During this period, our maintenance team will be performing the following tasks:

- [Insert Maintenance Task 1, e.g., Deep cleaning and chemical balancing]
- [Insert Maintenance Task 2, e.g., Tile repair and resurfacing]
- [Insert Maintenance Task 3, e.g., Equipment inspection and upgrades]

This closure is necessary to ensure the continued safety, hygiene, and enjoyment of the facility for everyone. We apologize for any inconvenience this may cause and appreciate your patience while we improve our amenities.

We will provide further updates should the maintenance schedule change. If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Team]
[Property Name]