

**Date:** [Insert Date]

**Subject:** Notice of Temporary Swimming Pool Closure for Maintenance

Dear Residents and Guests,

Please be advised that the swimming pool will be temporarily closed for scheduled maintenance and repairs.

**Closure Dates:** [Insert Start Date] to [Insert End Date]

**Reopening Date:** [Insert Reopening Date/Time]

The closure is necessary to perform the following tasks:

- [Maintenance Task 1, e.g., Deep cleaning and scrubbing]
- [Maintenance Task 2, e.g., Filter system inspection]
- [Maintenance Task 3, e.g., Tile repairs]

This routine maintenance is essential to ensure the safety, hygiene, and long-term enjoyment of the facility for all users.

We apologize for any inconvenience this may cause and appreciate your patience while we improve our facilities.

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

Sincerely,

[Your Name/Signature]

[Your Title/Property Management]