

Date: [Insert Date]

To: All Residents and Community Members

Subject: Notice of Temporary Community Pool Closure for Maintenance

Dear Residents,

Please be advised that the community 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]

The scope of work includes [Insert details, e.g., deep cleaning, filter replacement, or resurfacing]. This maintenance is necessary to ensure the continued safety, cleanliness, and longevity of our community facilities.

During this period, all access to the pool area will be restricted. We kindly ask that you do not enter the fenced enclosure for your own safety and to allow the maintenance team to complete their work efficiently.

We apologize for any inconvenience this temporary closure may cause and appreciate your patience as we work to improve our community amenities.

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

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Community Name/Homeowners Association]