

**Date:** [Insert Date]

**Subject:** Notice of Routine Pool Maintenance and Temporary Closure

Dear Residents / Guests,

Please be advised that the swimming pool will be temporarily closed for scheduled routine maintenance and safety inspections.

**Closure Schedule:**

- **Closing Date:** [Insert Date]
- **Closing Time:** [Insert Time]
- **Expected Reopening:** [Insert Date and Time]

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

- Deep cleaning and tile scrubbing
- Water chemistry balancing
- Filter and pump system inspection
- General safety equipment checks

For your safety, please do not enter the pool area or the pool deck during the maintenance window. We apologize for any inconvenience this may cause and appreciate your cooperation in keeping our facilities safe and clean.

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

Sincerely,

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