

Date: [Insert Date]

Subject: Notice of Temporary Pool Closure and Maintenance

Dear Residents and Guests,

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

Closure Schedule:

- **Closing Date:** [Insert Start Date] at [Insert Time]
- **Reopening Date:** [Insert Estimated Reopening Date] at [Insert Time]

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

- [Insert Maintenance Task, e.g., Deep cleaning and chemical balancing]
- [Insert Maintenance Task, e.g., Tile repairs or equipment inspection]

For your safety, please do not enter the pool area while the "Closed" signs are posted. We apologize for any inconvenience this may cause and appreciate your patience as we work to 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 Job Title]

[Property/Company Name]