

[Date]

Dear Residents and Guests,

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

Closure Start Date: [Start Date and Time]

Estimated Reopening Date: [End Date and Time]

During this time, all access to the pool area will be prohibited to ensure the safety of our residents and to allow the maintenance team to complete the work efficiently. This maintenance 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.

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

Sincerely,

[Your Name/Company Name]

[Property Management]