

Date: [Insert Date]

To: All Residents of [Insert Property Name]

Subject: Notice of Temporary Pool Closure for Maintenance

Dear Residents,

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

Closure Start Date: [Insert Date]

Closure Start Time: [Insert Time]

Estimated Reopening Date: [Insert Date]

During this period, access to the pool area will be strictly prohibited for the safety of our residents and to allow the maintenance crew to complete the necessary work efficiently. We are performing these updates to ensure the facility remains in top condition for your enjoyment.

We apologize for any inconvenience this temporary closure may cause. We will notify you immediately if the work is completed ahead of schedule or if there are any delays.

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

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Property Management Name]

[Property Management Company]