

Date: [Insert Date]

Subject: Notice of Scheduled In-Unit Telecom Hardware Replacement

Dear Resident,

This letter is to inform you that we will be performing mandatory upgrades to the telecommunications hardware located inside your unit. This project involves replacing [mention hardware, e.g., routers, modems, or fiber boxes] to ensure improved connectivity and service reliability for all residents.

Scheduled Appointment Details:

- **Date:** [Insert Date]
- **Estimated Time Window:** [Insert Start Time] to [Insert End Time]
- **Estimated Duration:** Approximately [Insert Number] minutes

What to Expect:

- Technicians will require access to the [mention location, e.g., living room or utility closet] where the current hardware is located.
- There will be a brief interruption to your internet and/or cable services during the swap.
- An authorized building representative will accompany the technicians at all times.

Action Required:

Please ensure that the area surrounding the existing hardware is clear of furniture or personal items to allow the technicians easy access. If you have pets, please ensure they are secured in a separate room for the duration of the visit.

If you are unable to provide access during the scheduled time or have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address] by [Insert Deadline Date].

Thank you for your cooperation in helping us upgrade our building's infrastructure.

Sincerely,

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