

Date: [Insert Date]

Subject: Notice of Upcoming Telecommunications Equipment Upgrades

Dear Residents,

Please be advised that [Company Name/Service Provider] will be performing necessary upgrades to the telecommunications equipment located in the common areas of the building.

Scheduled Date(s): [Insert Date(s)]

Scheduled Time: [Insert Start Time] to [Insert End Time]

Areas Affected:

[e.g., Main Lobby, Utility Closets, Hallways, Basement]

Purpose of Work:

These upgrades are intended to improve [internet speeds/network reliability/fiber connectivity] for all residents and to ensure the building's infrastructure remains up to date.

What to Expect:

- Technicians will be present in the common areas mentioned above.
- There may be brief intermittent disruptions to [Internet/TV/Phone] services during the maintenance window.
- Noise levels may increase slightly while equipment is being installed.

Access to individual units is [required/not required] at this time. If access to your unit is necessary, a separate notice will be provided.

We apologize for any inconvenience this may cause and appreciate your patience as we improve our building's technology infrastructure.

Should you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Building Management Name]
[Property Name]