

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Update to Operating Hours for Routine Maintenance Requests

Dear [Tenant Name],

We are writing to inform you of a change regarding the operating hours for routine maintenance services at [Property Name/Address].

Effective [Date], our maintenance team will process and perform routine (non-emergency) repairs during the following hours:

- **Monday - Friday:** [Start Time] to [End Time]
- **Saturday:** [Start Time] to [End Time]
- **Sunday:** [Closed / Emergency Only]

Routine requests submitted outside of these hours will be logged and addressed on the following business day. Please continue to submit your requests via [Online Portal / Phone Number / Email Address].

Emergency Maintenance:

Please note that this change does not apply to emergency situations. For urgent issues such as major leaks, fire, or lack of essential services, please call our 24-hour emergency line at [Emergency Phone Number] immediately.

We appreciate your cooperation as we work to improve our maintenance scheduling and efficiency.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]