

Informing tenant of scheduled maintenance

Subject: Scheduled Maintenance at [Property Address]

Dear [Tenant Name],

This letter is to inform you that routine maintenance will be conducted at [Property Address] on [Date and Time]. The maintenance includes [brief description of work], which may cause temporary inconvenience.

Please ensure access to the affected areas. We apologize for any disruption and appreciate your cooperation.

Best regards,

[Landlord/Property Manager Name]

[Contact Information]

[Date]

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