

NOTICE OF TEMPORARY WATER SHUT-OFF

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name or Address]

Please be advised that the water supply to your unit/building will be temporarily shut off to accommodate necessary work.

Reason for Shut-Off: [e.g., Plumbing repairs, Main line maintenance, Emergency leak repair]

Scheduled Date: [Insert Date of Shut-Off]

Estimated Time Frame: From [Insert Start Time] to [Insert End Time]

During this period, you will not have access to running water. We recommend that you draw any water needed for drinking or sanitation prior to the start time listed above.

Once service is restored, you may experience slight discoloration in the water or air in the pipes. If this occurs, please run your cold water taps for a few minutes until the water runs clear.

We apologize for any inconvenience this may cause and appreciate your patience as we complete these essential improvements.

If you have any questions, please contact:

[Insert Name/Property Management]

[Insert Phone Number]

[Insert Email Address]

Sincerely,

[Your Name/Company Name]