

Date: [Insert Date]

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

Subject: ADVISORY: Building-Wide HVAC System Shut-Off

Dear Residents and Tenants,

This letter is to inform you that the heating, ventilation, and air conditioning (HVAC) system for the entire building will be temporarily shut off to accommodate [Reason: e.g., urgent repairs, seasonal maintenance, system upgrades].

Scheduled Date: [Insert Date of Shut-Off]

Start Time: [Insert Time]

Estimated End Time: [Insert Time]

During this period, there will be no climate control (heating or cooling) or forced air ventilation throughout the building, including individual units and common areas. We recommend keeping windows closed during the service to maintain current indoor temperatures for as long as possible.

Our team is working to complete this work as quickly as possible to minimize any discomfort. We apologize for this inconvenience and appreciate your patience as we maintain the building's essential infrastructure.

If you have any questions or urgent concerns, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Building Management Company Name]