

NOTICE: SCHEDULED BOILER SHUT-OFF

Date: [Insert Date]

To All Residents of [Insert Complex Name],

This letter is to inform you that the building's boiler system will be temporarily shut off for routine maintenance and inspection.

Date of Shut-Off: [Insert Day/Date]

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

During this period, there will be no hot water available throughout the building. Heating systems may also be affected. We recommend that you plan your morning and evening routines accordingly.

Our maintenance team will work to complete the service as quickly as possible to restore service. We apologize for any inconvenience this may cause and appreciate your patience as we perform this necessary upkeep to ensure the system remains reliable.

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

Sincerely,

Building Management
[Insert Complex Name]