

**Date:** [Insert Date]

**To:** All Residents and Tenants

**Subject:** ADVISORY: Scheduled Elevator Routine Maintenance

Dear Residents,

Please be advised that we have scheduled routine preventative maintenance for the elevator(s) in the building to ensure continued safety and reliability.

**Maintenance Schedule:**

- **Date:** [Insert Date]
- **Time:** From [Start Time] to [End Time]
- **Affected Elevator(s):** [Insert Elevator Number or Location]

During this period, the specified elevator(s) will be out of service. [Optional: The other elevator will remain operational, but please expect longer wait times.]

We apologize for any inconvenience this may cause and appreciate your patience as we perform these necessary safety checks.

If you have any questions or require special assistance during this time, please contact the Management Office at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Building Management/Property Owner]