

## **NOTICE: TEMPORARY WATER SHUTOFF**

Date: [Insert Date]

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

Please be advised that the water supply to your unit will be temporarily interrupted to perform necessary maintenance and repairs.

**Scheduled Date:** [Insert Date of Shutoff]

**Start Time:** [Insert Start Time]

**Estimated End Time:** [Insert End Time]

### **Reason for Maintenance:**

[Insert Brief Description, e.g., Pipe repair, valve replacement, or system upgrade]

### **Instructions:**

- Please ensure all faucets are turned off during this period.
- We recommend storing a small supply of water for drinking and restroom use prior to the shutoff.
- When the water is turned back on, you may experience slight discoloration or air in the lines. Run your cold water for a few minutes until it clears.

We apologize for any inconvenience this may cause and appreciate your patience as we work to maintain the building's infrastructure.

If you have any questions, please contact:

[Insert Name/Management Company]

[Insert Phone Number]

[Insert Email Address]

Sincerely,

[Insert Name/Signature]

Building Management