

Date: [Insert Date]

Subject: URGENT: Elevator Emergency Repair Notification

Dear Residents and Tenants,

Please be advised that the elevator located at [Insert Building Name/Location] is currently out of service due to an unexpected mechanical malfunction.

Our maintenance team and elevator technicians have been notified and are currently on-site to perform emergency repairs. We understand the inconvenience this causes and are working to restore service as quickly and safely as possible.

Repair Details:

- **Status:** Emergency Repairs in Progress
- **Estimated Completion:** [Insert Time/Date or "To Be Determined"]
- **Alternative Access:** Please use the stairs located at [Insert Location].

If you require special assistance or have an emergency, please contact building management immediately at [Insert Phone Number].

We apologize for the disruption and appreciate your patience.

Sincerely,

[Your Name/Property Management Name]

[Building Address]

[Contact Information]