

LARKSPUR COURT RESIDENTS' ASSOCIATION

Fictional association - 1 Specimen Lane, Sampleton 000 000

NOTICE OF PLANNED MAINTENANCE

Date: 6 October 2026

Dear residents,

The water tanks and the main stairwell lighting in all three blocks will be serviced during the week of 12 October 2026. Water will be turned off in each block for the hours shown below. Please store enough water for those hours and keep the stairwell doors clear so that the contractor can work safely.

The lifts will run as normal. If you have a delivery booked for one of these days, please tell the caretaker by Friday 9 October so that the side gate can be left open.

Block	Day	Water off	Work
A	Mon 12 Oct	09:00 - 13:00	Tank cleaning
B	Tue 13 Oct	09:00 - 13:00	Tank cleaning
C	Wed 14 Oct	10:00 - 15:00	Tank cleaning and pump check
All	Thu 15 Oct	none	Stairwell lighting

Questions about this work can be sent to the association office by letter or left with the caretaker. Thank you for your patience.

Yours sincerely,



Sam Specimen

Secretary, Larkspur Court Residents' Association (fictional)