



## **Disruption of Service – Examples**

### **Example 1**

Dear Tenants and Customers,

The east elevators will be out of service from April 1 to 15 for routine maintenance. To access the upper level of the Building, please use the elevators at the west end of the building next to the food court. We regret any inconvenience this may cause. If you have questions or concerns, please call.

Thank you.

**Menkes Property Management Services Ltd**

**(Signed by Appropriate MGR)**

Property Manager

cc: Dennis Nelson, Director, Building Operations

### **Example 2**

Dear Tenants and Customers,

Our accessible washroom is out of service due to a broken pipe. A Contractor will be on the premises tomorrow to complete repairs. In the interim, we have made arrangements for our guests to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for any inconvenience.

Thank you.

**Menkes Property Management Services Ltd**

**(Signed by Appropriate MGR)**

Property Manager

cc: Dennis Nelson, Director, Building Operations