

Date-XXX

Subject: Elevator Outage in XX Wing

To all members of XX Wing,

We regret to inform you that the elevator in XX Wing will be out of service for an undetermined period of time due to a parts problem. We apologize for any inconvenience this may cause and assure you that we are working to resolve the issue as quickly as possible.

During this time, please make use of the other elevator located in the same wing.

We apologize for the disruption to your daily routine and thank you for your patience and understanding as we work to resolve this issue.

Regards,

For XX CHS LTD.

Hon. Secretary

Hon. CHairman