**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**