**Public Notice Sample**

Round Ring Housing Society, London,  
NOTICE,  
March 03, 20xx,  
ATTENTION!

This notice’s written to inform people of the society about the water supply suspension for almost 9 hours. This is because the water tank is needed to be clean. The following are the details:  
DATE- March 3  
TIME- 2 pm – 7 pm

So, we request that you should store some quantity of water for your emergency use. Thank you

Kumar

(signature),  
Secretary.