

## **NOTICE: EXTERIOR WINDOW CLEANING SCHEDULE**

Date: [Insert Date]

To All Residents/Tenants of: [Insert Building Name/Address]

Dear Resident,

Please be advised that we have scheduled professional exterior window cleaning for the building on the following dates:

**Start Date:** [Insert Date]

**End Date:** [Insert Date]

**Working Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM]

To ensure the cleaning process is effective and safe, please follow these instructions:

- Keep all windows and balcony doors tightly closed during the scheduled times.
- Remove any decorative items, plants, or furniture from window sills or balconies.
- Close your blinds or curtains if you prefer privacy while workers are on the exterior of the building.

Please note that the schedule is subject to change depending on weather conditions. In the event of rain or high winds, the cleaning will be postponed to the next available clear day.

We apologize for any inconvenience this may cause and thank you for your cooperation in maintaining the appearance of our building.

Sincerely,

[Your Name/Property Manager Name]

[Building Management Company]

[Contact Phone Number]