

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Property Address/Unit Number]

Subject: Notice of Routine Roof Inspection and Maintenance

Dear [Tenant/Resident Name],

This letter is to notify you that a routine inspection and preventative maintenance of the roof at your residence is scheduled to take place.

Scheduled Date: [Insert Date]

Estimated Time: [Insert Start Time] to [Insert End Time]

The purpose of this visit is to check for wear and tear, clear debris from gutters, and ensure the structural integrity of the roof. Please note the following:

- Workers will be using ladders to access the roof.
- There may be some noise related to footsteps and cleaning equipment during this time.
- Technicians do not require access to the interior of your unit unless otherwise notified.

For your safety, please keep the area around the building perimeter clear and avoid standing near ladders or scaffolding while work is in progress.

If you have any questions or concerns regarding this schedule, please contact [Management/Property Owner Name] at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Company Name]

[Title/Position]