

**Date:** [Insert Date]

**Subject:** Notice of Scheduled Pest Control Service

Dear [Resident/Tenant Name],

This letter is to inform you that a routine pest control service has been scheduled for your building/unit.

**Scheduled Date:** [Insert Date]

**Scheduled Time:** [Insert Time Window]

The service will be performed by [Name of Pest Control Company]. This treatment is part of our commitment to maintaining a clean and healthy environment for all residents.

**Preparation Requirements:**

- Ensure all pets are secured in a crate or removed from the premises during the service.
- Clear items away from baseboards and under sinks.
- Ensure the technician has access to all rooms.
- [Insert any additional instructions here]

If you have any questions or have specific concerns regarding the treatment products being used, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Property Name/Address]