

[Date]

[Property Manager/Owner Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear Resident,

RE: Scheduled Seasonal Gutter Cleaning and Roof Inspection

This letter is to inform you that we have scheduled seasonal maintenance for the gutter systems and roofing at [Building Name/Property Address]. Regular cleaning is essential to prevent water damage, foundation issues, and pest nesting.

Scheduled Date: [Day of week], [Date]

Scheduled Time: Between [Start Time] and [End Time]

During this time, maintenance crews will be using ladders and power equipment to clear debris and inspect the drainage systems. Please take note of the following:

- **Noise:** There will be some noise associated with the cleaning equipment and foot traffic on the roof.
- **Access:** Workers will not need access to the interior of your unit. However, please ensure that balconies and patios are cleared of any fragile items.
- **Windows:** We recommend keeping your windows closed during the scheduled hours to prevent dust or debris from entering.
- **Pets:** Please keep pets indoors or secured during the maintenance period.

In the event of severe weather (heavy rain or high winds), the maintenance will be rescheduled for [Backup Date].

Thank you for your cooperation in helping us maintain the property. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]