

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Exterior Siding Repair and Roof Patching Schedule

Dear [Recipient Name],

This letter is to inform you that maintenance work has been scheduled for your property located at [Property Address]. The scope of work includes essential repairs to the exterior siding and patching of specific areas on the roof.

Scheduled Work Dates: [Start Date] to [End Date]

Working Hours: [Start Time] to [End Time]

To ensure the work is completed safely and efficiently, please note the following:

- **Noise:** There will be intermittent noise from power tools and hammers during working hours.
- **Access:** Workers will need access to the perimeter of the building. Please ensure that walkways are clear of personal items, furniture, or debris.
- **Windows:** We recommend keeping windows closed during the repair period to prevent dust from entering the building.
- **Safety:** For your safety, please maintain a distance from ladders, scaffolding, and work zones.

In the event of inclement weather, the work may be rescheduled to the following business day. We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the property.

If you have any questions regarding this schedule, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]