

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Update Regarding Roof Shingle Replacement and Exterior Power Washing**

Dear [Recipient Name],

We are writing to provide you with an update regarding the upcoming maintenance projects for [Property Name/Address]. Please find the scheduled details for the roof shingle replacement and exterior power washing below.

**Roof Shingle Replacement**

The roof replacement is scheduled to begin on [Start Date] and is expected to be completed by [End Date], weather permitting. Work will take place between the hours of [Start Time] and [End Time]. Please be advised that there will be increased noise levels and construction debris during this period.

**Exterior Power Washing**

The power washing of the building exterior is scheduled for [Date]. To ensure the best results and protect your belongings, please follow these preparations:

- Ensure all windows and doors are tightly closed.
- Remove all personal items, plants, and furniture from balconies or patios.
- Keep pets indoors during the cleaning process.

We apologize for any inconvenience these improvements may cause and thank you for your cooperation in maintaining the quality of the property.

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

Sincerely,

[Your Name/Company Name]

[Title]