

**Date:** [Insert Date]

**To:** [Tenant/Occupant Name]

**Address:** [Property Address/Unit Number]

**Subject: Notice of Scheduled Mold Remediation**

Dear [Tenant/Occupant Name],

This letter is to inform you that mold remediation services have been scheduled for your unit. Following a recent inspection, we have identified areas that require professional treatment to ensure a healthy living environment.

**Scheduled Date:** [Insert Start Date]

**Estimated Time:** [Insert Arrival Time]

**Estimated Duration:** [Insert Number of Days/Hours]

The remediation will take place in the following areas: [e.g., Bathroom, Kitchen, Master Bedroom Closet].

**Instructions for Occupants:**

- Please clear all personal items from the affected areas listed above prior to the arrival of the technicians.
- Ensure that pets are secured in a room not being treated or removed from the premises.
- [Optional] It is recommended that you vacate the unit during the hours of service to avoid exposure to cleaning agents and noise.

The contractors performing the work will be: [Name of Remediation Company].

We apologize for any inconvenience this may cause and appreciate your cooperation in helping us maintain the property. If you have any questions or need to reschedule, please contact the management office at [Phone Number] or [Email Address] by [Date/Time].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]