

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Unit Number/Street Address]

**Subject: Notice of Dishwasher Replacement and Installation**

Dear [Resident Name],

This letter is to inform you that we have scheduled a replacement for the dishwasher in your unit. A new appliance will be installed to ensure continued efficiency and performance.

**Scheduled Date:** [Insert Date]

**Estimated Time Window:** [Insert Time, e.g., 9:00 AM - 12:00 PM]

To prepare for this installation, please ensure the following:

- The existing dishwasher is empty of all dishes and cutlery.
- The area in front of and around the dishwasher is clear of personal items.
- A clear path is provided from the entrance to the kitchen for the technicians.

Maintenance staff or authorized contractors will require access to your unit at the time mentioned above. [Optional: If you have pets, please ensure they are secured in a separate room.]

If you have any questions or need to reschedule, please contact the management office at [Insert Phone Number] or [Insert Email Address] at least 24 hours in advance.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]