

Date: [Insert Date]

To: All Residents / Tenants of [Insert Building Name/Address]

Subject: Notice of Monthly Corridor and Hallway Cleaning

Dear Residents,

This letter is to inform you that the scheduled monthly deep cleaning of all common area corridors and hallways will take place on the following date and time:

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

To ensure that the cleaning crew can perform their duties effectively, we kindly request that you:

- Remove all personal items, including doormats, shoes, and umbrellas, from the hallways.
- Ensure that no trash or bicycles are blocking the corridors.
- Keep your doors closed during the cleaning process to prevent dust or moisture from entering your unit.

Please note that any items left in the common areas during this time may be moved or disposed of to facilitate the cleaning process.

We apologize for any temporary inconvenience this may cause and appreciate your cooperation in keeping our building clean and safe.

Sincerely,

[Your Name/Signature]

[Property Management/Building Owner]

[Contact Phone Number]