

Date: [Insert Date]

TO: All Residents / Tenants of [Insert Building Name]

RE: Scheduled Pest Control Maintenance

Dear Resident,

This letter is to notify you that a professional pest control service has been scheduled for the building premises.

Service Details:

- **Date:** [Insert Date of Service]
- **Time:** [Insert Time Window, e.g., 9:00 AM to 5:00 PM]
- **Areas to be treated:** [Insert Areas, e.g., Common areas, hallways, and individual units]

Action Required:

- Please ensure that pets are secured in a safe area or removed from the premises during the treatment.
- Clear any clutter from under sinks and along baseboards.
- Ensure children stay away from treated areas until dry.
- [Insert any other specific instructions here].

The products used by the technicians are approved for residential use. If you have specific health concerns or chemical sensitivities, please contact management immediately.

If you have any questions regarding this maintenance, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]
[Building Management]