

[Date]

[Tenant/Resident Name]

[Unit Number]

[Property Name]

Subject: Notice of Quarterly Pest Control Service

Dear Resident,

This letter is to inform you that your quarterly pest control service has been scheduled for:

Date: [Day of Week, Month, Date]

Time Window: [Start Time] to [End Time]

As part of our commitment to maintaining a clean and comfortable living environment, a licensed technician will be visiting each unit to perform a routine preventative inspection and treatment.

To prepare for this service, please ensure the following:

- Clear items from under sinks in the kitchen and bathrooms.
- Ensure all pets are secured in a crate or removed from the premises during the service window.
- Clear a path along the baseboards where possible.

If you are experiencing any specific pest issues, please leave a note for the technician or contact the management office prior to the service date.

A representative from management will accompany the technician to provide access to your unit if you are not home. If you have a security alarm, please ensure it is deactivated or provide us with the necessary instructions.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]

[Property Management Company Name]

[Phone Number]