

Date: [Insert Date]

To: All Residents and Property Occupants

Subject: Introduction of New Groundskeeping Vendor

Dear Residents,

We are pleased to announce that starting on [Insert Start Date], a new groundskeeping company, [Insert Company Name], will be managing the landscaping and exterior maintenance for our property.

After a thorough selection process, we have chosen [Insert Company Name] due to their reputation for quality service and attention to detail. Their scope of work will include:

- Lawn mowing and edging
- Hedge and shrub trimming
- Debris removal and leaf blowing
- Seasonal planting and fertilization
- [Insert Additional Service]

Service visits are scheduled to take place every [Insert Day of Week] between the hours of [Insert Start Time] and [Insert End Time]. We kindly ask that you ensure all personal items, such as toys or garden furniture, are moved away from the lawn areas during these times.

Please note that all crew members will be wearing uniforms clearly displaying the [Insert Company Name] logo for easy identification.

If you have any questions or feedback regarding the new landscaping services, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation as we work to maintain and improve our community grounds.

Best regards,

[Your Name/Property Manager Name]  
[Property Management Company Name]