

Date: [Insert Date]

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

FROM: [Insert Property Management Name]

RE: Notice of Annual Window Cleaning

Dear Resident,

Please be advised that the annual professional window cleaning for the building is scheduled to take place on the following dates:

Start Date: [Insert Date]

Estimated Completion: [Insert Date]

Working Hours: [Insert Time, e.g., 8:00 AM to 5:00 PM]

The cleaning will be performed on all exterior window surfaces. To ensure the process is completed safely and effectively, we kindly ask you to follow these instructions:

- Keep all windows and balcony doors tightly closed during the scheduled period.
- Remove any exterior window decorations, flower boxes, or bird feeders.
- Close your blinds or curtains if you prefer privacy while workers are outside your windows.
- Ensure pets are kept away from window areas.

Please note that the schedule is weather-dependent. In the event of high winds or heavy rain, the cleaning may be postponed to the next available clear day.

Thank you for your cooperation in maintaining the appearance of our building.

Sincerely,

[Your Name/Signature]

[Building Management Team]

[Contact Phone Number]