

Date: [Insert Date]

Subject: Notice of Upcoming Community Window Washing

Dear Residents,

Please be advised that professional window washing services have been scheduled for our community. The cleaning will take place on the following dates and times:

- **Dates:** [Insert Start Date] to [Insert End Date]
- **Hours:** [Insert Start Time] to [Insert End Time]

To ensure the cleaning process goes smoothly, we kindly ask all residents to complete the following preparations:

- Close and lock all windows and balcony doors.
- Remove all screens (if applicable).
- Clear balconies and window sills of plants, furniture, or fragile items.
- Close blinds or curtains if you prefer privacy while workers are outside.

Please note that the contractors will be using ladders, lifts, or scaffolding to access the exterior of the building. We apologize for any temporary inconvenience or noise this may cause.

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

Thank you for your cooperation in keeping our community looking its best.

Sincerely,

[Your Name/Property Manager Name]
[Community Name/HOA Board]