

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Rescheduling of Window Washing Service

Dear [Client Name],

We are writing to officially reschedule your window washing service that was postponed on [Original Date] due to [Reason for Postponement, e.g., inclement weather/equipment issues].

Your service has been rescheduled for the following date and time:

New Date: [New Date]

Arrival Window: [New Time Range]

If this new time does not work for your schedule, please contact us at [Phone Number] or [Email Address] as soon as possible so we can find a more convenient alternative.

We apologize for any inconvenience this delay may have caused and appreciate your patience.

Sincerely,

[Your Name]

[Your Title]