

[Date]

[Tenant Name]
[Unit/Suite Number]
[Property Address]

Subject: Quarterly Window Washing Schedule

Dear Resident/Tenant,

Please be advised that the quarterly professional window washing for [Building Name] is scheduled to take place on the following dates:

Dates: [Start Date] through [End Date]

Hours: [Start Time] to [End Time]

The cleaning will include all exterior glass surfaces. During this time, crews will be using [Scaffolding/Ladders/Water-fed Poles] to access the windows. For your privacy and convenience, we recommend the following:

- Keep your blinds or curtains closed while workers are present.
- Ensure all windows are tightly closed and locked.
- Remove any items or decorations from exterior windowsills.

Please note that this schedule is weather-dependent. In the event of high winds or heavy rain, the service will be rescheduled for the next available clear day.

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

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

Sincerely,

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