

NOTICE: UPCOMING WINDOW WASHING

Date: [Insert Date of Notice]

Dear Residents,

Please be advised that professional window washing services have been scheduled for our building on the following dates and times:

- **Date(s):** [Insert Dates, e.g., Monday, Oct 5th - Wednesday, Oct 7th]
- **Time:** [Insert Time, e.g., 8:00 AM to 5:00 PM]

To ensure a thorough cleaning and to prevent any damage to your personal property, please complete the following preparations prior to the start date:

- **Remove Screens:** Please remove all window screens from the interior. (Windows cannot be cleaned if screens are in place).
- **Close and Lock Windows:** Ensure all windows are tightly shut and locked to prevent water leakage.
- **Clear Windowsills:** Move plants, decorations, or furniture away from the windows.
- **Privacy:** Please keep your blinds or curtains closed during these hours if you require privacy, as workers will be outside your windows.

In the event of rain or high winds, the service will be rescheduled for the next available clear day.

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

Sincerely,

[Property Manager Name]

[Building Management Name]

[Contact Phone Number]