

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

**Subject: Notice of Scheduled Window Washing**

Dear Tenant,

This letter is to inform you that professional window washing services have been scheduled for the building on the following dates:

**Date(s):** [Insert Date]

**Time:** [Insert Time Range, e.g., 9:00 AM to 5:00 PM]

To ensure the cleaning process is completed effectively, we kindly ask that you take the following precautions:

- Keep all windows and balcony doors tightly closed and locked.
- Remove any screens (if applicable/requested).
- Remove any items from exterior windowsills or balconies that may be affected by water or cleaning solution.
- Close blinds or curtains if you prefer privacy while crews are working outside.

Please note that the cleaning schedule is subject to weather conditions. If there is heavy rain or high winds, the service will be rescheduled for [Insert Rain Date].

Thank you for your cooperation in keeping our building looking its best. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]