

NOTICE OF UPCOMING WINDOW MAINTENANCE

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name/Address]

Dear Resident,

Please be advised that scheduled window maintenance and inspections will be taking place in the building on the following dates:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Working Hours:** [Insert Time, e.g., 9:00 AM to 5:00 PM]

Scope of Work:

The maintenance will include [Insert Details, e.g., cleaning, caulking, seal replacement, or safety inspections].

Access Requirements:

[Option A: Work will be performed from the exterior via scaffolding/ladders. No unit access is required.]

[Option B: Technicians will require access to your unit. Please ensure someone is home or provide permission for entry.]

Important Instructions:

- Please ensure all windows are tightly closed during the scheduled times.
- Remove any items from window sills or balconies that may obstruct the workers.
- Keep blinds or curtains closed if you prefer privacy while workers are outside.

We apologize for any inconvenience and thank you for your cooperation in maintaining the building.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]