

Subject: Schedule Update: Window Washing Service [Property Name/Address]

Dear [Client Name],

We are writing to provide an update regarding your scheduled window washing service originally set for [Original Date].

Due to [Inclement Weather Condition, e.g., heavy rain/high winds/freezing temperatures] forecasted for that day, we must reschedule your service to ensure the safety of our crew and the quality of the results.

**Your new service date is: [New Date]**

Our team will arrive between [Start Time] and [End Time]. Please ensure that [Specific Instructions, e.g., windows are closed/screens are removed/pets are indoors] prior to our arrival.

If this new time does not work for your schedule, please contact us at [Phone Number] or [Email Address] to select an alternative date.

Thank you for your understanding and for choosing [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]