

Date: [Insert Date]

Subject: Notice of Annual Building Exterior Power Washing

Dear Residents/Tenants,

Please be advised that we have scheduled the annual exterior power washing for the building. This maintenance is essential to preserve the appearance and integrity of the property.

Scheduled Dates: [Insert Start Date] to [Insert End Date]

Working Hours: [Insert Start Time] to [Insert End Time]

To ensure the cleaning process goes smoothly, please take the following precautions:

- Keep all windows and balcony doors tightly closed during the scheduled hours.
- Remove all personal items, furniture, and plants from balconies or patios.
- Ensure that any sensitive electronics or outdoor decorations are moved indoors.
- Expect some noise and water spray in the common areas and near windows.

Please note that the building management is not responsible for any damage to items left on balconies or patios during this time.

We apologize for any temporary inconvenience this may cause and thank you for your cooperation in keeping our building clean and well-maintained.

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

Sincerely,

[Your Name/Property Management Name]

[Building Name/Company Name]