

[Date]

[Tenant Name or Business Name]

[Suite Number/Address]

[City, State, Zip Code]

RE: Notice of Scheduled Power Washing

Dear Tenant,

Please be advised that we have scheduled professional power washing services for the exterior of [Property Name/Building Name]. This maintenance is being performed to ensure the cleanliness and professional appearance of the premises.

Scheduled Date(s): [Start Date] to [End Date]

Scheduled Time: [Start Time] to [End Time]

To ensure the process goes smoothly, we kindly request that you take the following precautions:

- Keep all windows and doors tightly closed during the scheduled hours.
- Remove any outdoor furniture, decorations, or signage from the immediate exterior area.
- Ensure all sensitive electronics or inventory are moved away from windows.
- Exercise caution when entering or exiting the building, as walkways may be wet and slippery.

We apologize for any temporary noise or inconvenience this may cause. Our goal is to complete this work as quickly and efficiently as possible.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]