

[Date]

[Building Name/Property Address]

[City, State, Zip Code]

RE: Notice of Annual Window Washing Schedule

Dear Residents and Tenants,

Please be advised that the annual exterior window washing for the building is scheduled to take place on the following dates, weather permitting:

Start Date: [Day of Week, Date]

Estimated End Date: [Day of Week, Date]

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

To ensure the cleaning is completed effectively and safely, please observe the following instructions:

- Keep all windows and balcony doors tightly closed during the scheduled hours.
- Remove any screens (if applicable) that are not permanently fixed.
- Remove plants, furniture, or fragile items from window sills and balconies.
- Close blinds or curtains if you prefer privacy while crews are working outside your unit.

Please note that the schedule is subject to change in the event of high winds or heavy rain. If the schedule is delayed, a follow-up notice will be posted.

Thank you for your cooperation in maintaining the appearance of our building.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]