

Date: [Insert Date]

To: All Tenants and Occupants of [Insert Building Name]

Subject: UPDATE: Scheduled Exterior Window Washing

Dear Tenants,

This letter is to provide an update regarding the upcoming exterior window washing service for **[Insert Building Name]**.

Revised Schedule:

The cleaning is now scheduled to take place from **[Insert Start Date]** through **[Insert End Date]**, weather permitting. Work will be conducted daily between the hours of **[Insert Start Time]** and **[Insert End Time]**.

What to Expect:

During this time, cleaning crews will be utilizing [scaffolding / ropes / lifts] to access the exterior glass. You may see workers outside your windows during these hours.

Important Instructions:

- Please ensure all windows are tightly closed and locked.
- Close blinds or curtains if you require privacy during the scheduled work hours.
- Remove any items from exterior windowsills or ledges.

We apologize for any inconvenience this may cause and appreciate your cooperation as we maintain the appearance of the building.

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

Sincerely,

[Your Name/Property Manager]
[Building Management Company Name]