

Dear Resident,

Subject: Reminder - Scheduled Exterior Window Washing

This is a reminder that the scheduled exterior window washing for our community will take place on the following date(s):

Date(s): [Insert Date Here]

Time: [Insert Time Range, e.g., 8:00 AM to 5:00 PM]

To ensure the cleaning process goes smoothly, please follow these instructions:

- Keep all windows and balcony doors tightly closed.
- Remove screens if they are located on the outside of your windows.
- Move plants, furniture, or decorative items away from your windows or balcony railings.
- Ensure your window treatments (blinds/curtains) are closed if you prefer privacy during the cleaning.

The contractors will be using water hoses and squeegees. Please be aware that there may be some noise and water overspray during this time.

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

Thank you for your cooperation.

Sincerely,

Community Management