

[Property Management Company Name]  
[Address]  
[Phone Number]  
[Date]

**Notice: Scheduled Window Cleaning**

Dear Resident,

Please be advised that professional window cleaning has been scheduled for the building on the following dates:

**Dates:** [Start Date] to [End Date]

**Time:** [Start Time] to [End Time] daily

The cleaning will include all exterior windows. To ensure the best results and the safety of the crew, please follow these instructions:

- Keep all windows and balcony doors closed and locked during the scheduled times.
- Remove any decorative items or furniture from windowsills or balconies.
- Close blinds or curtains if you require privacy while workers are on scaffolding or ladders.
- Ensure window screens are removed (if applicable to your building policy).

Please note that this schedule is weather-dependent. In the event of rain or high winds, the cleaning will be postponed to [Alternative Date].

We apologize for any inconvenience and appreciate your cooperation in maintaining the property.

Sincerely,

[Property Manager Name]  
[Management Company Name]