

[Date]

**TO:** All Tenants/Residents  
**FROM:** Property Management  
**SUBJECT:** Notice of Scheduled Window Cleaning

Dear Resident,

Please be advised that professional window cleaners will be on-site to clean the exterior windows of the building on the following dates:

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

**Service Hours:** [Start Time] to [End Time]

To ensure a thorough cleaning and to protect your privacy, please follow these instructions:

- Close and lock all windows during the scheduled service hours.
- Close your blinds or curtains if you require privacy while the crew is working.
- Remove any decorative items or plants from exterior windowsills.
- Ensure screens are removed if required by the vendor.

Please note that this schedule is weather-dependent. In the event of rain or high winds, the cleaning will be rescheduled for the next available clear day.

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

Sincerely,

[Management Name]

[Contact Phone Number]