

DATE: [Insert Date]

TO: All Residents/Tenants of [Property Name]

SUBJECT: Notice of Spring Window Washing

Dear Residents,

Please be advised that we have scheduled the annual spring exterior window washing for the building. This maintenance is part of our commitment to keeping our property clean and well-maintained.

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

Service Hours: [Start Time] to [End Time] daily (Weather Permitting)

To ensure a thorough cleaning and to protect your privacy, please take note of the following:

- **Privacy:** Please keep your blinds or curtains closed during service hours, as workers will be on scaffolding or lifts outside your windows.
- **Windows:** Ensure all windows are tightly closed and locked to prevent water leakage.
- **Balconies/Sills:** Please remove all plants, furniture, or personal items from balconies and exterior window sills to prevent damage or obstruction.
- **Screens:** If your unit has exterior screens, please [Remove them / Ensure they are secured].

Please note that in the event of high winds or heavy rain, the cleaning will be postponed to the next available clear business day.

Thank you for your cooperation as we refresh the building for the spring season. If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Name]

[Property Address]