

NOTICE OF EXTERIOR WINDOW WASHING

Date: [Insert Date]

To All Tenants of: [Insert Building Name/Address]

Dear Residents,

Please be advised that we have scheduled professional exterior window washing for the building on the following dates:

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

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

To ensure the cleaning is completed effectively and safely, please take the following precautions:

- Keep all windows and balcony doors tightly closed and locked.
- Remove any items from exterior window sills or balconies that may be damaged by water.
- Close your blinds or curtains during service hours for your personal privacy.

Please note that this work is weather dependent. If rain or high winds occur, the cleaning will be rescheduled for the next available clear day.

Workers will be using [Insert Method: e.g., scaffolding / ropes / lifts] to access the exterior of the building. You may see personnel outside your windows during this time.

We apologize for any temporary inconvenience and thank you for your cooperation in maintaining the appearance of our building.

Sincerely,

Building Management

[Insert Contact Phone Number]

[Insert Email Address]