

[Current Date]

[Tenant Name]

[Unit Number]

[Property Address]

Subject: Notice to Clear Patio for Scheduled Landscaping Maintenance

Dear [Tenant Name],

Please be advised that our landscaping team is scheduled to perform maintenance and improvements in the area surrounding your unit on [Date of Work].

To allow the crew full access to the exterior walls, railings, and deck surfaces, we kindly request that you remove all personal items from your patio/balcony by [Time] on [Date]. This includes:

- Outdoor furniture and rugs
- Potted plants
- Grills or cooking equipment
- Decorative items and toys

The work is expected to be completed by [Estimated Completion Date/Time]. Once the work is finished, you may return your items to the patio.

Please note that management and the landscaping contractors are not responsible for any items left on the patio during this time. If items are not moved, the crew may be unable to complete the work, or items may be moved at the owner's risk.

Thank you for your cooperation in keeping our community well-maintained.

Sincerely,

[Property Manager Name]

[Property Management Company]

[Phone Number]