

[Date]

[Property Owner/Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Upcoming Mulching and Flower Bed Maintenance

Dear [Name],

Please be advised that we have scheduled professional maintenance services for the flower beds and landscaped areas at [Property Name/Address].

Scheduled Date(s): [Start Date] to [End Date]

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

The scope of work will include:

- Removal of weeds and debris from existing flower beds.
- Trimming and pruning of shrubs and perennials.
- Defining/edging of bed borders.
- Application of fresh mulch.

To ensure the work is completed efficiently, we kindly ask that you:

- Remove any personal items, garden decorations, or toys from the lawn and bed areas.
- Keep pets indoors during the scheduled service hours.
- Ensure all gates or access points are unlocked for the crew.

We apologize for any temporary noise or inconvenience this may cause and appreciate your cooperation in keeping the property looking its best.

If you have any questions, please contact [Management/Company Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]