

Date: [Insert Date]

To: All Residents/Tenants of [Insert Property Name/Address]

Subject: Notice of Upcoming Exterior Painting

Dear Resident,

Please be advised that we have scheduled professional painters to repaint the exterior of your building. This project is part of our ongoing commitment to maintaining the property.

Work Schedule:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Daily Work Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM]

What to Expect:

- Contractors will be using ladders, scaffolding, and pressure washing equipment.
- There may be noise associated with surface preparation and power tools.
- Painting crews will be working near windows and balconies.

Required Actions:

- Please keep all windows and doors closed during work hours to prevent dust and paint fumes from entering your unit.
- Remove all personal items, plants, and furniture from your balcony or patio by [Insert Date].
- Ensure all window screens are securely fastened or removed if requested by the crew.
- Keep pets indoors during the scheduled work times.

We apologize for any inconvenience this may cause and appreciate your cooperation in beautifying our community.

If you have any questions or concerns, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]
[Company Name]