

[Date]

[Tenant Name]  
[Suite/Unit Number]  
[Property Name]

**RE: Notice of Exterior Painting Schedule**

Dear Tenant,

Please be advised that we have scheduled professional exterior painting for [Property Name] to maintain and improve the appearance of the building. This work is scheduled to begin on **[Start Date]** and is expected to be completed by **[End Date]**, weather permitting.

**Work Hours:** [Start Time] to [End Time], [Days of the Week]

To ensure the project proceeds smoothly, we kindly ask for your cooperation with the following:

- Keep all windows and exterior doors closed during work hours to prevent dust and fumes from entering your space.
- Remove any personal items, signage, or plants located near the exterior walls or walkways.
- Be aware of ladders, scaffolding, and wet paint signs around the building perimeter.
- Parking may be restricted in specific zones; please follow all posted directional signs.

We do not anticipate any interruption to your internal business operations or utility services. However, there may be some noise and the scent of paint during this period.

If you have any questions or specific concerns regarding access to your unit, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your patience as we improve our property.

Sincerely,

[Your Name/Property Manager]  
[Company Name]