

[Contractor Name]  
[Phone Number]  
[Email Address]

[Date]

[Property Manager or Homeowner Name]  
[Property Address]

**Subject: NOTICE OF EXTERIOR PAINTING SCHEDULE**

Dear Resident/Owner,

This letter is to inform you that we will be beginning the exterior painting of your building starting on **[Start Date]**. We expect the work to be completed by **[Estimated Completion Date]**, weather permitting.

**The schedule of work is as follows:**

- **Power Washing:** [Date]
- **Prep Work (Scraping/Sanding):** [Date]
- **Painting:** [Date Range]

**To ensure the project runs smoothly, please complete the following:**

- Keep all windows and doors closed during the power washing and painting phases.
- Remove all items from balconies or patios, including furniture, plants, and decorations.
- Ensure all vehicles are parked away from the building to avoid overspray.
- Keep pets indoors during work hours.

Work will typically take place between the hours of **[Start Time]** and **[End Time]**, Monday through Friday.

We apologize for any temporary inconvenience and appreciate your cooperation in helping us improve the appearance of your property. If you have any questions, please contact [Name] at [Phone Number].

Sincerely,

[Your Name/Company Name]