

Final Reminder

Date: [Insert Date]

To: [Resident/Owner Name]

Address: [Insert Address]

Subject: FINAL NOTICE: Exterior Painting Schedule

Dear Resident,

This is a final reminder that the exterior painting of your building is scheduled to begin on **[Start Date]** and is expected to be completed by **[End Date]**, weather permitting.

To ensure the project proceeds without delays, please complete the following by [Time] on [Date]:

- Remove all items from balconies, patios, or porches (furniture, plants, decor).
- Ensure all windows and doors are fully closed and locked.
- Trim back any landscaping or vines touching the exterior walls.
- Park vehicles away from the building to avoid overspray or debris.

Please note that painters will have access to your exterior areas during work hours, which are [Start Time] to [End Time].

Failure to clear your area may result in a delay of work or additional service fees. We are not responsible for damage to personal items left in the work zone.

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Email Address]