

DATE: [Insert Date]

TO: All Residents/Tenants of [Building Name/Address]

SUBJECT: Notice of Exterior Building Painting

Dear Residents,

Please be advised that we have scheduled professional painters to repaint the exterior of the building. This project is part of our ongoing maintenance to improve the appearance and condition of the property.

Work Schedule:

- **Start Date:** [Insert Start Date]
- **Estimated Completion:** [Insert End Date]
- **Working Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM], Monday through Friday.

To prepare for this work, we kindly ask that you:

- Close all windows and doors during working hours.
- Remove all personal items from balconies, patios, and window sills (including plants, furniture, and decorations).
- Keep pets indoors while painters are working near your unit.
- Ensure window screens are secured or removed if requested by the crew.

Please note that there may be some noise, the smell of fresh paint, and the presence of ladders or scaffolding around the building during this time. We apologize for any inconvenience this may cause and appreciate your cooperation.

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

Thank you,

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