

Date: [Insert Date]

To: All Residents and Tenants of [Insert Building/Complex Name]

Subject: Notice of Phased Exterior Painting Schedule

Dear Residents,

Please be advised that we will begin a phased exterior painting project for the building starting on [Insert Start Date]. This project is expected to be completed by [Insert End Date], depending on weather conditions.

To minimize disruption, the work will be completed in the following phases:

- **Phase 1:** [Insert Building Numbers/Sections] - From [Date] to [Date]
- **Phase 2:** [Insert Building Numbers/Sections] - From [Date] to [Date]
- **Phase 3:** [Insert Building Numbers/Sections] - From [Date] to [Date]

Important Instructions for Residents:

- Please ensure all windows and doors are tightly closed during the scheduled dates for your section.
- Remove all personal items, plants, and furniture from balconies or patios.
- Keep pets indoors while workers are present in your area.
- Park vehicles away from the designated work zones to avoid overspray.

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

We apologize for any temporary inconvenience and thank you for your cooperation in maintaining the appearance of our property.

Sincerely,

[Insert Name/Property Management]

[Insert Contact Phone Number]

[Insert Email Address]