

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: NOTICE: Revised Exterior Painting Schedule - [Building Name/Address]**

Dear Resident/Tenant,

Please be advised that the previously announced schedule for the exterior painting of [Building Name/Address] has been revised due to [Reason for delay, e.g., weather conditions/unforeseen maintenance].

The updated schedule for your section of the building is as follows:

- **New Start Date:** [Date]
- **Estimated Completion Date:** [Date]
- **Work Hours:** [Start Time] to [End Time]

To ensure the project proceeds efficiently, please observe the following requests:

- Remove all personal items, plants, and furniture from balconies or patios by [Date].
- Keep all windows and doors closed during work hours to prevent dust and paint fumes from entering.
- Ensure all window screens are removed if previously requested.
- Exercise caution when entering or exiting the building near scaffolding or ladders.

We apologize for any inconvenience this scheduling change may cause and appreciate your continued patience as we improve the property.

If you have any questions regarding this revised schedule, please contact [Management Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company/Association Name]