

Date: [Insert Date]

To: All Tenants of [Insert Property Name/Address]

NOTICE: EXTERIOR PAINTING SCHEDULE

Dear Tenant,

Please be advised that we have scheduled exterior painting for the building beginning on **[Start Date]** and expected to be completed by **[End Date]**, weather permitting.

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

To ensure the project is completed efficiently, please complete the following preparations by **[Deadline Date]**:

- **Remove Items:** Please move all furniture, plants, rugs, and personal belongings away from exterior walls, balconies, or patios.
- **Close Windows:** Keep all windows and doors tightly closed during work hours to prevent dust, fumes, or paint overspray from entering your unit.
- **Clear Access:** Ensure that walkways and entryways are clear for the painters to set up ladders and equipment.
- **Pets:** Please keep pets indoors or secured away from the work areas.
- **Parking:** If requested, please move vehicles away from the building to avoid potential overspray.

Please note that there may be some noise, the smell of fresh paint, and workers visible near your windows during this period. We recommend keeping your blinds or curtains closed for your privacy.

We apologize for any inconvenience and appreciate your cooperation in improving the appearance of our building.

If you have any questions, please contact [Management Name] at [Phone Number/Email].

Sincerely,

[Your Name/Property Management Name]