

**DATE:** [Insert Date]

**TO:** [Tenant/Owner Name]

**ADDRESS:** [Insert Property Address/Unit Number]

**RE: NOTICE OF WINDOW AND SCREEN MAINTENANCE COMPLIANCE**

Dear [Tenant/Owner Name],

This letter is to formally notify you regarding the maintenance and safety standards for the windows and screens at the above-referenced property. As part of our commitment to safety and building code compliance, an inspection has been scheduled/conducted to ensure all window components are in proper working order.

**Compliance Requirements:**

- All window panes must be free of cracks or breaks.
- Window screens must be present, properly fitted, and free of holes or tears.
- Opening and locking mechanisms must be fully functional.
- Window limiters or safety guards (if applicable) must be securely attached.

**Action Required:**

No action required at this time. Your unit is in full compliance.

The following repairs are required by [Insert Deadline Date]:

[Insert specific repair details here]

Please note that maintaining intact screens and functional windows is essential for pest control, energy efficiency, and child safety. Failure to address these maintenance items may result in a formal violation notice or charges for repair services.

If you have any questions or need to schedule a repair, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community safe and well-maintained.

Sincerely,

[Your Name/Property Manager Name]

[Company/Property Name]