

**Date:** [Insert Date]

**To:** [Recipient Name/Property Occupant]

**Property Address:** [Insert Address]

**Subject:** Update Regarding Mold Remediation Protocol and Schedule

Dear [Recipient Name],

This letter is to provide an update regarding the mold remediation process scheduled for the property listed above. Following a recent assessment by our environmental consultants, we have updated the remediation protocol to ensure the most effective treatment of the affected areas.

**Updated Schedule:**

- **Original Start Date:** [Original Date]
- **Revised Start Date:** [New Date]
- **Estimated Completion Date:** [New Completion Date]

**Summary of Protocol Changes:**

[Briefly describe changes, e.g., expanded containment area, additional air scrubbing, or specific material removal].

For your safety and the efficiency of the crew, please ensure that the designated work areas are accessible and that [List any specific requirements, e.g., pets are secured/occupants are vacated] during the hours of [Insert Work Hours].

We apologize for any inconvenience this schedule adjustment may cause. Our primary goal is to return the environment to a safe and healthy condition as quickly as possible.

If you have any questions regarding these changes or the timeline, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]