

Date: [Date]

To: All Residents of [Property Name/Address]

Subject: Notice of Landscaping and Exterior Maintenance

Dear Resident,

This letter is to inform you that scheduled landscaping and exterior maintenance will be performed on the property during the following timeframe:

Date(s): [Start Date] to [End Date]

Time: [Start Time] to [End Time]

The scope of work includes:

- [e.g., Lawn mowing and edging]
- [e.g., Tree and shrub trimming]
- [e.g., Pressure washing of walkways]
- [e.g., Gutter cleaning]

Please note the following requests to ensure the work can be completed safely and efficiently:

- Keep all windows and balcony doors closed during these hours.
- Remove any personal items, furniture, or decorations from the [yard/balcony/patio].
- Ensure pets are kept indoors during the maintenance period.
- Move vehicles if they are parked in areas designated for maintenance access.

Maintenance crews will be working on the exterior of the building and in common areas. They will not require access to the interior of your home unless specifically requested in a separate notice.

We apologize for any noise or temporary inconvenience this may cause and thank you for your cooperation in keeping our property well-maintained.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Name]
[Property Address]