

Notice of Scheduled Painting Maintenance

Date: [Current Date]

Dear Resident/Tenant,

This letter is to inform you that scheduled painting maintenance will be taking place in your unit/building on the following date(s):

Date(s): [Date of Work]

Time: [Start Time] to [End Time]

The scope of work includes: [e.g., Interior wall painting / Exterior window trim / Common area touch-ups].

To ensure the work is completed efficiently, we kindly ask that you:

- Move furniture away from the walls (if applicable).
- Remove any wall hangings, pictures, or fragile items.
- Ensure pets are secured in a separate room or off-site.
- Provide clear access to the work area.

Authorized personnel will be entering your unit at the time specified above. We apologize for any inconvenience and appreciate your cooperation in maintaining the property.

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

Best regards,

[Your Name/Property Management Name]

[Contact Information]