

[Date]

NOTICE: EXTERIOR BUILDING PAINTING

Dear Residents and Tenants,

Please be advised that professional painters will be performing exterior painting work on the building located at [Building Address/Name].

Work Schedule:

- **Start Date:** [Start Date]
- **Estimated Completion:** [End Date]
- **Daily Work Hours:** [e.g., 8:00 AM to 5:00 PM]

Important Instructions:

- Keep all windows and balcony doors closed during work hours.
- Remove all personal items from balconies, patios, and window sills.
- Ensure window screens are removed if requested by the contractors.
- Be mindful of wet paint signs, ladders, and scaffolding around the perimeter.
- Park vehicles away from the building walls to avoid potential overspray.

We apologize for any inconvenience, such as noise or restricted access to certain areas, during this improvement project. This work is necessary to maintain the appearance and structural integrity of the property.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]
[Company Name]