

NOTICE: WINDOW REPLACEMENT PROJECT

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name/Address]

Dear Resident,

This letter is to inform you that we will be replacing the windows in your unit as part of our building improvement project. This work is scheduled to take place on the following date(s) and time(s):

Scheduled Date(s): [Insert Date(s)]

Estimated Time: [Insert Start Time] to [Insert End Time]

To ensure the installation process goes smoothly, please assist us with the following:

- Remove all window treatments (blinds, curtains, or shutters).
- Move furniture and personal items at least three feet away from the windows.
- Ensure that pets are secured in a separate room or off-site during the work.
- Close and lock all windows prior to the arrival of the crew.

Please note that contractors will require access to your unit. A building representative will accompany the workers at all times if you are not home.

We apologize for any noise or inconvenience this may cause. These upgrades will improve the building's energy efficiency and your overall comfort.

If you have any questions or have a specific conflict with the schedule, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Building Management/Company Name]