

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Exterior Siding Upgrade

Dear [Tenant Name],

This letter is to inform you that we will be upgrading the exterior siding of the building located at [Property Address]. These improvements are part of our commitment to maintaining the quality and appearance of your home.

Project Schedule:

- **Start Date:** [Start Date]
- **Estimated Completion:** [End Date]
- **Work Hours:** [Start Time] to [End Time], [Days of Week]

What to Expect:

- There will be increased noise during work hours due to construction activities and power tools.
- Contractors will be using ladders and scaffolding around the perimeter of the building.
- Workers may require access to balconies or patios. Please clear these areas of personal items, furniture, and plants by [Deadline Date].
- Please keep all windows and doors closed during work hours to minimize dust and debris entering your unit.

We apologize for any inconvenience this may cause and appreciate your patience as we complete these necessary upgrades. If you have any questions or concerns, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]