

Date: [Insert Date]

To: All Residents/Tenants of [Property Name]

Subject: ADVISORY: Scheduled Mandatory Pest Control Treatment

Dear Resident,

Please be advised that a mandatory pest control treatment has been scheduled for all units and common areas. This routine maintenance is necessary to ensure a clean and healthy environment for everyone.

Service Schedule:

- **Date:** [Insert Date]
- **Time:** [Insert Time Range, e.g., 9:00 AM - 5:00 PM]

Preparation Requirements:

- Clear all items from under kitchen and bathroom sinks.
- Ensure countertops are clear of food and dishes.
- Cover or store any open food containers.
- Keep pets in a secure crate or remove them from the premises during treatment.
- Provide access to all rooms and closets.

Important Note: Access to your unit is required. If you will not be home, a member of management will accompany the technician to provide entry. If you have a security alarm, please ensure it is deactivated on the scheduled day.

Thank you for your cooperation in maintaining our building.

Sincerely,

[Management Name]

[Property Name]

[Contact Phone Number]