

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Notification of Scheduled Pest Control Service**

Dear [Recipient Name/Resident],

This letter is to inform you that a routine pest control service has been scheduled for your property.

**Service Details:**

- **Date:** [Day of week, Date]
- **Time Window:** [Start Time] to [End Time]
- **Service Provider:** [Company Name]
- **Areas to be treated:** [e.g., Interior, Exterior, Common Areas]

**Instructions for Preparation:**

- Please ensure all pets are kept in a secure room or removed from the premises during the service.
- Clear items away from baseboards and under sinks if interior treatment is required.
- Ensure all windows and doors are closed.
- [Additional Instruction 1]
- [Additional Instruction 2]

The products used are approved by the EPA and will be applied by licensed professionals. If you have any chemical sensitivities or specific health concerns, please notify us immediately.

If you need to reschedule or have questions regarding this service, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company/Organization Name]