

[Date]

[Recipient Name]

[Property Address]

[Unit Number]

Subject: Notice of Scheduled Exterior Window Cleaning

Dear Resident/Property Owner,

This letter is to inform you that we have scheduled the routine exterior window cleaning for your building. This maintenance is part of our commitment to keeping the property in excellent condition.

Service Schedule:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Service Hours:** [Start Time] to [End Time]

Please take note of the following instructions to ensure the service is completed effectively:

- Keep all windows and balcony doors fully closed and locked during the scheduled service hours.
- Remove all screens (if applicable) to allow full access to the glass.
- Move any outdoor furniture, plants, or personal items away from the windows or off the balconies.
- Close your blinds or curtains to ensure your privacy while crews are working.

Please note that this service is for the **exterior** of the glass only. If weather conditions (such as heavy rain or high winds) prevent us from working on the scheduled dates, the cleaning will be postponed to the next available clear day.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title/Property Management]