

[Date]

[Building Name/Property Address]

[Management Office Address]

RE: Notice of Common Area Painting and Refurbishment Works

Dear Resident/Tenant,

Please be advised that we will be performing painting and refurbishment works in the common areas of the building to improve the appearance and maintenance of our property.

Scheduled Dates: [Start Date] to [End Date]

Working Hours: [Start Time] to [End Time], [Days of the week]

Areas Affected:

- [Area 1: e.g., Main Lobby]
- [Area 2: e.g., Hallways on floors 2-5]
- [Area 3: e.g., Stairwells]

Important Information:

- **Wet Paint:** Please watch for "Wet Paint" signs and avoid touching surfaces in the work zones.
- **Obstructions:** Keep all hallways clear of personal items (doormats, shoes, etc.) during this period.
- **Fumes:** We will ensure proper ventilation, but some paint odors may be present.
- **Noise:** There may be minor noise related to surface preparation and sanding.

We apologize for any temporary inconvenience and thank you for your cooperation in upgrading our building.

If you have any questions, please contact [Contact Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Title/Property Management]