[Date]

[Tenant Name]
[Property Address]
[Unit Number]

RE: Notice of Upcoming Property Showing and Cleaning Guidelines

Dear [Tenant Name],

As previously discussed, your property is currently listed on the market. We have scheduled a showing for potential [buyers/tenants] on **[Date]** at **[Time]**.

To ensure the property is presented in the best possible light, we kindly request that you perform the following cleaning tasks prior to the appointment:

- **General Areas:** Remove clutter, vacuum or sweep floors, and ensure all trash is taken out.
- **Kitchen:** Clear countertops, put away dirty dishes, and wipe down appliances.
- **Bathrooms:** Clean mirrors, wipe down sinks, and ensure the toilet and shower areas are tidy.
- **Lighting:** Please open all blinds/curtains and turn on all interior lights before you leave.
- **Pets:** Ensure all pets are secured in a crate or removed from the premises during the showing.

We understand that having your home shown can be an inconvenience, and we appreciate your cooperation in helping the property show well.

If you have any questions regarding this schedule or these requests, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title/Company Name]