

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Annual Pest Control Maintenance Schedule for [Year]

Dear [Recipient Name/Resident/Tenant],

This letter is to provide you with the annual schedule for routine pest control maintenance at [Property Name/Address]. To ensure a healthy and pest-free environment, our contracted professionals will be performing inspections and preventative treatments on the following dates:

- **Q1 Service:** [Date] - [Time Window]
- **Q2 Service:** [Date] - [Time Window]
- **Q3 Service:** [Date] - [Time Window]
- **Q4 Service:** [Date] - [Time Window]

Please note the following instructions for each visit:

- Technicians will require access to [kitchen, bathrooms, perimeter, etc.].
- Please ensure that pets are secured in a safe area during the service.
- Keep children away from treated areas until any liquid applications have dried.
- [Additional Instruction: e.g., Clear items from under sinks].

If these dates pose a significant conflict, or if you are experiencing a specific pest issue that requires immediate attention between scheduled visits, please contact [Contact Name] at [Phone Number] or [Email].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]