

[Date]

[Property Manager Name]

[Building Name]

[Building Address]

[City, State, Zip Code]

Subject: Notice of Scheduled Pest Control Service

Dear Tenants and Occupants,

This letter is to inform you that a routine pest control service has been scheduled for [Building Name]. Maintaining a clean and pest-free environment is a priority for our building management team.

Service Details:

- **Date:** [Service Date]
- **Time:** [Start Time] to [End Time]
- **Service Provider:** [Company Name]
- **Areas Covered:** [e.g., Common areas, hallways, mechanical rooms, and perimeter]

Instructions for Occupants:

- Ensure all food items are properly sealed and stored.
- Keep workstations and breakrooms clear of clutter to allow access to baseboards.
- Notify management immediately if you have noticed specific issues in your suite prior to the service date.

The treatments used are approved by regulatory agencies and are applied by licensed professionals. If you have any questions regarding the products used or require special accommodations, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title]

[Building Management Company]