

Regular Upkeep Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This notice is to inform you that regular upkeep of your property located at [Property Address] is scheduled for [Insert Date and Time]. Our team will be performing necessary maintenance to ensure that the property remains in excellent condition.

Please ensure that the area is accessible on the scheduled date. If you have any questions or concerns, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]