

Notification of Scheduled Interior Painting

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that the interior painting of your unit, [Unit Number or Address], is scheduled to take place on [Start Date] and will conclude by [End Date].

To ensure a smooth process, we kindly ask you to prepare your space by moving any personal items away from the walls and covering furniture where necessary. Our painting team will work diligently to minimize disruption and maintain a clean environment.

If you have any questions or specific concerns regarding this process, please feel free to reach out to us at [Contact Information].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]