

Preventive Roof Care Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to ensuring the safety and comfort of our residents, we would like to inform you that preventative roof care will be taking place at [Property Address] on [Scheduled Date].

This maintenance is crucial to extend the life of the roof and prevent any potential issues that may arise from wear and tear, including leaks and other damages. The work will be performed by qualified professionals, and we anticipate that it will take approximately [Duration].

During this time, we kindly request that you ensure the following:

- Access to the roof area from [Time] to [Time].
- Remove any personal items or belongings that may obstruct the maintenance work.
- Keep windows and doors closed to avoid debris from entering your unit.

If you have any questions or concerns regarding this maintenance, please feel free to contact us at [Contact Information]. Your cooperation is greatly appreciated, and we thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]