

Roof Maintenance Reminder

Dear [Tenant's Name],

This is a friendly reminder that scheduled roof maintenance will take place on [Date] at [Time]. Our maintenance team will be on-site to ensure that the roof is in optimal condition and to address any necessary repairs.

Please make sure to move any personal belongings away from the roof access points and inform us of any concerns you may have.

Thank you for your cooperation!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]