

Dear Tenants,

We hope this message finds you well. We would like to inform you that a scheduled landscaping service will be taking place on **[Date]** starting at **[Time]**.

Our professional landscaping team will be performing various activities including:

- Mowing the lawns
- Trimming hedges and bushes
- Planting new flowers and shrubs
- Weeding the flower beds

Please ensure that any personal items are cleared from the common areas to facilitate the work. We appreciate your cooperation and patience during this time.

If you have any questions or concerns, feel free to reach out to the management office.

Thank you for your understanding!

Best regards,

[Your Name]

[Your Title]

[Property Management Company]