

Pest Control Coordination Notification

Dear Leaseholders,

We are writing to inform you about a scheduled pest control service in our building. To ensure effectiveness and safety, we kindly ask for your cooperation with the following details:

Service Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Areas to be Treated:** [Specify Areas]

Please ensure that all personal items are removed from the treatment areas, and that windows are closed during the scheduled time.

If you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]