

Tenant Assurance Letter

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to inform you that we will be conducting painting work in your unit on [insert dates]. This work is essential to maintain and improve the condition of the property.

Please rest assured that we will do our utmost to minimize any inconvenience caused during this process. Our professional team will be working diligently, and we will ensure all safety measures are taken. The painting will be done [insert time frame or hours of work], and we will provide you advance notice if there are any necessary preparations required from your end.

Should you have any concerns or require further information, please feel free to reach out to me directly at [insert contact information]. Your comfort and satisfaction are our priorities, and we appreciate your understanding during this time.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Property Management Company Name]