

Notification of Upcoming Interior Painting

Dear [Resident/Tenant's Name],

We are writing to inform you about scheduled interior painting in your unit on [start date] through [end date]. The painting will be conducted by professional contractors to ensure minimal disruption and high-quality work.

Please prepare your space by moving furniture and personal items away from the walls and ensuring adequate ventilation during the painting process. We recommend covering any remaining items to protect them from dust and paint splatters.

We appreciate your understanding and cooperation as we work to improve our living environment. If you have any questions or concerns, feel free to reach out to the management office.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Building Name]

[Contact Information]