

Notice of Painting Schedule

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we will be conducting painting work in your unit on [insert start date] through [insert end date]. This maintenance is necessary to enhance the appearance of the property and ensure a comfortable living environment for all residents.

We kindly request your cooperation during this period. Specifically, we ask that you:

- Remove any items from walls and surfaces to facilitate the painting process.
- Avoid using the area while work is being conducted.
- Keep windows and doors closed to prevent paint fumes from entering.

We appreciate your understanding and cooperation. If you have any questions or concerns, please feel free to reach out to us at [insert contact information].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]