

Notice to Tenant Regarding Window Screen Replacement

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about our policy regarding window screen replacements.

As part of our commitment to maintaining the quality and comfort of your living environment, we conduct regular inspections of window screens. In the event that a window screen is damaged or worn beyond repair, it is our policy to replace it promptly.

Please note that if the damage to the window screen is deemed to be caused by tenant negligence or misuse, the cost of the replacement will be the responsibility of the tenant. We encourage you to take care in handling window screens to prevent any avoidable damage.

If you notice any issues with your window screens or if you have any questions regarding this policy, please do not hesitate to reach out to our office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]