

Maintenance Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This is to inform you that we will be conducting maintenance on your window screens as part of our regular upkeep of the property. The window screen replacement is scheduled for [Insert Date and Time].

Please ensure that the area around the windows is clear on the mentioned date to facilitate the work. We apologize for any inconvenience this may cause and appreciate your cooperation.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]