

Notice of Window Screen Replacement

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notice regarding the scheduled replacement of window screens in your unit. The maintenance team will be conducting this work on [insert date] between [insert time].

Please ensure that windows are clear of obstacles to allow for easy access during the replacement process. We apologize for any inconvenience this may cause and appreciate your cooperation.

If you have any questions or concerns, please feel free to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]