

Reminder Notice

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder regarding the pending replacement of the window screen in your unit. We understand that this has been an inconvenience, and we appreciate your patience as we work to resolve it.

Please let us know your availability for scheduling the replacement. We aim to complete this as quickly as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]