

Notice of Scheduled Window Screen Repairs

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that scheduled repairs for your window screens will take place on [Date] between [Start Time] and [End Time].

Please ensure that your windows are accessible during this time to facilitate the repair process.

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

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company/Property Management Name]