

Outdoor Lighting Maintenance Schedule

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We would like to inform you of the upcoming maintenance schedule for the outdoor lighting in the property. The safety and satisfaction of our tenants is our top priority, and regular maintenance is essential to ensure that all lighting fixtures remain in optimal working condition.

Maintenance Schedule

- Date of Maintenance: [Insert Date]
- Time: [Insert Time]
- Duration: [Insert Duration]
- Contact Person: [Insert Name & Contact Information]

During this time, we ask that you please avoid areas where maintenance will be taking place. Should you have any concerns or questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]