

Window Replacement Project Planning Timeline

Dear [Recipient's Name],

We are excited to inform you about the upcoming window replacement project at [Project Location]. Below is the proposed timeline for the project:

Project Timeline

- **Week 1 (Start Date):** Initial Assessment and Measurements
- **Week 2:** Finalize Window Selection and Order Materials
- **Week 3:** Delivery of Windows to Site
- **Week 4:** Installation Begins
- **Week 5:** Completion of Installation
- **Week 6:** Final Inspection and Cleanup

If you have any questions or concerns regarding this timeline, please do not hesitate to reach out to us.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]