

Notice of Schedule Change

Date: [Insert Date]

Dear Residents,

We would like to inform you about a change to the unit painting schedule that will affect your residence. Due to unforeseen circumstances, the painting originally scheduled for [Original Dates] has been rescheduled to [New Dates].

We understand that this may cause some inconvenience, and we appreciate your flexibility and understanding as we work to complete this necessary maintenance.

If you have any questions or concerns regarding the updated schedule, please do not hesitate to contact our office at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]