

# Unit Painting Schedule Coordination

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Coordination of Unit Painting Schedule

Dear [Recipient's Name],

We are writing to inform you of the upcoming painting schedule for your unit located at [Unit Address]. Our team will commence the painting work on [Start Date] and it is expected to be completed by [End Date].

To ensure a smooth process, we kindly request your cooperation in the following matters:

- Clear all furniture and personal items from the walls to be painted.
- Provide access to the unit during the scheduled work hours.
- Inform us of any specific requirements or concerns you may have prior to the start date.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]