

Common Area Maintenance Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm that common area maintenance has been successfully completed for the property located at [Property Address]. The following services were provided:

- Landscaping and lawn maintenance
- Cleaning of common areas
- Repairs and maintenance of shared facilities
- Waste management services

The maintenance was performed on [Insert Dates], and we are committed to ensuring that the common areas remain well-maintained and accessible for all residents.

If you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]