

Outdoor Upkeep Arrangement

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to maintaining the property and ensuring a pleasant living environment for all tenants, we are implementing an outdoor upkeep arrangement.

Starting from [Insert Start Date], we will have scheduled maintenance days for the following tasks:

- Lawn mowing
- Garden weeding
- Trimming of bushes
- General outdoor cleaning

The upkeep will occur on [Insert Days of the Week] at [Insert Time]. We ask all tenants to ensure that outdoor spaces are clear of personal belongings during these times to facilitate the maintenance process.

If you have any questions or specific requests, please feel free to reach out to us at [Insert Contact Information]. Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]