

Window Replacement Notification

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

From: [Your Name]

Subject: Window Replacement Advisory

Dear [Landlord's Name],

I hope this message finds you well. This letter serves as a formal notification regarding the impending window replacement for the property located at [Property Address].

The replacement is necessary due to [reason for replacement, e.g., deteriorating condition, energy efficiency improvement]. We anticipate starting the project on [start date] and expect it to be completed by [end date].

We understand that this may cause some inconvenience to the tenants, and we will do our utmost to minimize disruption. Please inform the tenants about the upcoming work and the steps we'll take to ensure their comfort during this period.

If you have any questions or need further information, please don't hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]