

# Notice of Window Replacement

Date: [Insert Date]

To: [Tenant's Name]  
[Tenant's Company Name]  
[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that scheduled window replacement work will commence on [start date] and is expected to be completed by [end date]. This necessary maintenance is aimed at improving the energy efficiency and aesthetics of the building.

The work will be performed by [Contractor's Name], and they will do their best to minimize any disruption to your operations during this period. Specific windows to be replaced in your unit are [list specific windows or areas affected].

Please ensure that your team is prepared for the changes, and we kindly ask that you clear any items from the windowsills and adjacent areas prior to the work starting.

If you have any questions or concerns, please feel free to reach out to us at [Your Contact Information]. Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]