

Window Replacement Notification

Date: [Insert Date]

Dear [Client's Name],

We hope this letter finds you well. We are writing to inform you that, as part of our commitment to providing quality service and maintaining the value of your home, we will be replacing the windows at your residence located at [Client's Address].

The window replacement is scheduled to begin on [Start Date] and is expected to be completed by [End Date]. During this process, our team of professionals will ensure minimal disruption to your daily routine.

We understand that this might cause some inconvenience, and we appreciate your cooperation. If you have any questions or concerns regarding the window replacement, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter. We look forward to enhancing the comfort and beauty of your home!

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]