

Window Replacement Memo

Date: [Insert Date]

To: [Property Managers' Names]

From: [Your Name/Position]

Subject: Upcoming Window Replacement Project

Dear Team,

I am writing to inform you about the scheduled window replacement project for our properties located at [Insert Property Addresses]. The project is aimed at improving energy efficiency and enhancing the aesthetic appeal of our buildings.

Project Details:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Contractor:** [Insert Contractor's Name]

Please make the necessary arrangements for the homeowners and inform them about potential noise and access restrictions during the replacement process. We appreciate your cooperation in ensuring a smooth transition and successful completion of this project.

If you have any questions or need further information, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]