

Notification of Window Replacement

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we will be replacing the windows in your unit, [Unit Number], as part of our ongoing efforts to ensure a safe and comfortable living environment.

The window replacement project is scheduled to begin on [Start Date] and is expected to last until [End Date]. Our team will be onsite from [Start Time] to [End Time]. We understand that this may cause some inconvenience, and we appreciate your cooperation during this time.

For your safety and the safety of our workers, please ensure that the areas near the windows are clear of furniture and personal belongings. If you have any questions or concerns, feel free to reach out to our office at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]