

Notice of Window Replacement Schedule

Dear Residents,

We are pleased to inform you that we will be conducting a window replacement project in our apartment building. This initiative aims to enhance the comfort and energy efficiency of your living environment.

Schedule

- **Start Date:** March 15, 2024
- **End Date:** March 30, 2024
- **Hours of Work:** 9:00 AM - 5:00 PM

Units Affected

The following units will be serviced during this period:

- Unit 101
- Unit 102
- Unit 201
- Unit 202

Important Information

Please ensure that windows are accessible, and remove any personal items from the vicinity. Our team will exercise care and caution throughout the process. In case of any questions or concerns, feel free to contact the management office.

Thank you for your cooperation during this improvement project.

Sincerely,

Building Management