

# Window Replacement Update

Dear Residents,

We hope this message finds you well. We are writing to provide you with an update regarding the upcoming window replacement project in our condominium.

As previously communicated, the window replacement will begin on **[Start Date]** and is expected to be completed by **[End Date]**. The contractor, **[Contractor Name]**, will be responsible for the installation and will ensure minimal disruption during the process.

During the period of installation, you may experience noise and temporary access restrictions in common areas. We appreciate your understanding and cooperation as we work to enhance the living conditions in our community.

Please keep your windows closed during the installation hours, which will be from **[Start Time]** to **[End Time]**. If you have any specific concerns or require assistance, feel free to contact the management office at **[Contact Information]**.

Thank you for your patience and support as we proceed with this important improvement.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Condominium Name]**

**[Contact Information]**