

Notice of Carpet Replacement

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we will be replacing the carpet in your unit located at [Unit Address]. This is part of our ongoing efforts to maintain and improve the quality of our properties.

The carpet replacement is scheduled to begin on [Start Date] and is expected to take approximately [Duration] to complete. Our maintenance team, along with contractors, will ensure that the work is carried out efficiently and with minimal disruption to your daily routine.

Please take note of the following:

- Preparation: We kindly ask you to remove any personal items from the flooring areas before the scheduled date.
- Access: Our team will need access to your unit during the replacement process.
- Noisiest hours: Please be aware that there may be some noise during the installation.

If you have any questions or concerns, please do not hesitate to reach out to us at [Property Manager's Contact Information]. We appreciate your cooperation and understanding as we work to improve your living environment.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Property Management Company Name]
[Contact Information]