

Important Notice: Scheduled Carpet Replacement

Dear Tenant,

We hope this message finds you well. We are writing to inform you that the carpet in your rental unit will be replaced as part of our ongoing maintenance program.

Scheduled Date: [Insert Date]

Time: [Insert Time]

The carpet replacement process is expected to take approximately [Insert Duration]. During this time, we kindly ask that you make arrangements to vacate the premises or limit access to the affected areas. Our team will do their best to minimize any inconvenience.

If you have any questions or require further assistance, please do not hesitate to reach out to our office at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]