

Exterior Service Responsibility Letter

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the responsibilities regarding the exterior services for [specific property or project name]. As agreed upon, the following tasks are outlined:

- Regular landscaping and maintenance of garden areas.
- Cleaning of gutters and downspouts.
- Power washing of exterior surfaces, including sidewalks and driveways.
- Snow removal during winter months.
- Inspection and repair of outdoor lighting fixtures.

The responsible party for these services will be [Name or Company]. They will provide updates and reports on the progress and completion of each task.

Please feel free to reach out if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]