

# Exterior Upkeep Responsibility Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of the exterior upkeep responsibilities as outlined in our agreement. It is essential to ensure that the exterior of the property is maintained to preserve its integrity and aesthetic appeal.

The following tasks are your responsibility:

- Lawn maintenance, including mowing and edging
- Weeding and landscaping upkeep
- Cleaning gutters and downspouts
- Power washing exterior surfaces
- Painting and repairing any exterior damage

We appreciate your attention to these matters. Please schedule regular clean-up and maintenance activities in accordance with our agreement to avoid any further issues.

Should you have any questions or require assistance, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]