

# LETTINGS

The Residents  
4-9 Herschel Close

1<sup>st</sup> July 2012

Dear Resident

## 4-9 Herschel Close

It has come to my notice that windows in the communal areas are being left open for long periods of time which has resulted in rain damage to the interior paintwork.

It would be appreciated if residents could ensure that windows in their part of the block are closed at night or when rain is falling or forecast to minimise the risk of further damage.

There is also a slight security risk, particularly in the evening, if windows are left open and I would remind you that communal doors should not be left unlocked at any time.

The addition of locking mechanisms on windows to enable the opening of windows to be controlled is a possible remedy to this problem, but I would prefer not to take this step and would much prefer your assistance as outlined above.

Thank you for your co-operation.

Yours Sincerely



Barry Mercer (Managing Agent)  
Lettings Plus  
36 River Park  
Marlborough  
Wilts  
SN8 1NH  
Email [Lettingsplus@aol.com](mailto:Lettingsplus@aol.com)