

Date: [Insert Date]

To: [Tenant/Resident Name]

From: [Property Management/Owner Name]

NOTICE OF UPCOMING RENOVATION WORK

Dear Resident,

This letter is to inform you that contractors will be performing scheduled work in your unit on [Date] between the hours of [Start Time] and [End Time].

During this visit, the crew will focus specifically on the following areas:

- **Living Room:** Repairing and painting all interior walls.
- **Balcony:** Structural inspection and refinishing of the exterior walls.

Please ensure that all furniture and personal items are moved away from the walls in the living room. Access to the balcony must remain clear for the duration of the work. If you have pets, please ensure they are secured in a separate room.

We apologize for any noise or inconvenience this may cause. If you have any questions, please contact [Contact Person] at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Company]