

Date: [Insert Date]

To: All Tenants of [Insert Building Name/Address]

Subject: NOTICE OF EXTERIOR ROOF REPAIRS AND SCAFFOLDING INSTALLATION

Dear Tenant,

This letter is to inform you that essential roof repairs are scheduled to take place at the property. To facilitate these works safely, scaffolding will be erected around the building perimeter.

Work Schedule:

- **Scaffolding Installation:** [Insert Start Date]
- **Repair Works Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Working Hours:** [Insert Hours, e.g., 8:00 AM - 5:00 PM, Monday to Friday]

Important Information:

- **Access:** Contractors will be working on the exterior. No access to your individual unit is required at this time unless otherwise notified.
- **Security:** Please ensure your windows and balcony doors are locked during working hours, as workers will be on the scaffolding.
- **Privacy:** We recommend closing your blinds or curtains while work is in progress for your privacy.
- **Noise:** There will be some noise associated with the scaffolding assembly and the roofing equipment. We apologize for any inconvenience.
- **Safety:** Please keep away from the base of the scaffolding and do not allow children to climb or play near the equipment.

We thank you for your cooperation and patience while we maintain the building.

If you have any questions or concerns, please contact [Insert Name/Management Office] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]
Property Management