

**Date:** [Insert Date]

**Subject:** Notice of Upcoming Roof Repair and Exterior Maintenance

Dear [Resident Name/Property Owner],

This letter is to inform you that we have scheduled essential roof repairs and exterior maintenance for the building located at [Insert Address].

**Work Schedule:**

Start Date: [Insert Start Date]

Estimated Completion: [Insert Completion Date]

Working Hours: [Insert Time, e.g., 8:00 AM to 5:00 PM]

**What to Expect:**

- There will be increased noise levels during working hours due to power tools and equipment.
- Contractors will require access to [Insert Areas, e.g., the roof, parking lot, or perimeter].
- Scaffolding or ladders may be placed around the exterior of the building.

**Required Actions:**

- Please ensure that all windows are closed during working hours to prevent dust from entering your unit.
- Remove any fragile items or furniture from [Insert Area, e.g., balconies or patios].
- Exercise caution when entering or exiting the building near the work zones.

We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the safety and integrity of the property.

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

Sincerely,

[Your Name/Property Management Name]

[Company Name]