

**Date:** [Insert Date]

**To:** All Residents/Occupants of [Insert Building/Address]

**Subject: NOTICE OF ACTIVE MOLD REMEDIATION WORK**

Dear Residents,

This letter is to inform you that professional mold remediation work will be taking place in the following area(s):

**Location of Work:** [Insert Specific Locations, e.g., Unit 4B, North Hallway, Basement]

**Scheduled Start Date:** [Insert Date]

**Estimated Completion Date:** [Insert Date]

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

The remediation will be performed by [Insert Company Name], a certified mold remediation contractor. The work will follow all safety protocols to ensure the containment of the area and the safety of all occupants.

**What to expect during this process:**

- Containment barriers (plastic sheeting) may be visible around the work zone.
- Air filtration machines (HEPA scrubbers) may be running, which can create some humming noise.
- Contractors may be wearing personal protective equipment (PPE).
- Access to the specific work area will be restricted until final clearance testing is completed.

Please do not enter the marked containment areas or disturb any equipment. We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining a healthy environment.

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

Sincerely,

[Your Name/Company Name]

[Property Management/Building Owner]