

Date: [Insert Date]

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

Subject: NOTICE OF BROADBAND NETWORK INSTALLATION

Dear Resident,

This letter is to inform you that [Insert Provider Name] will be performing broadband network installation works within the building to upgrade our internet infrastructure and provide high-speed connectivity.

Scheduled Dates: [Insert Start Date] to [Insert End Date]

Working Hours: [Insert Start Time] to [Insert End Time]

What to Expect:

- Technicians will be working in common areas, hallways, and telecommunications rooms.
- There may be some drilling noise and minor dust during working hours.
- Access to specific areas may be temporarily restricted for safety.
- [Optional] Brief intermittent service interruptions may occur.

Action Required:

[Insert instructions, e.g., Please ensure hallways are clear of personal items / Please provide access to units if required by appointment].

We apologize for any inconvenience this may cause and thank you for your cooperation as we improve the building's digital services.

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

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

Building Management