

DATE: [Insert Date]

TO: All Residents and Tenants of [Insert Property Name]

RE: Notice of Property-Wide Telecommunications Wiring Modifications

Dear Resident,

Please be advised that [Insert Company Name/Contractor] will be performing essential upgrades and modifications to the telecommunications wiring throughout the property. This project is intended to [Insert Reason, e.g., improve internet speeds/upgrade to fiber optic/modernize infrastructure].

Work Schedule:

Start Date: [Insert Date]

Estimated Completion: [Insert Date]

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

What to Expect:

- Technicians will require access to common areas and utility closets.
- [Optional] Technicians will require access to individual units on [Insert Specific Date/Time].
- There may be brief, intermittent outages of internet, cable, or phone services during the transition.
- Minimal noise from drilling or equipment may occur during working hours.

Action Required:

[Insert Instructions, e.g., Please ensure pets are secured / Please clear access to the wall jack located in your living room].

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve the property's connectivity services.

If you have any questions or specific concerns regarding these modifications, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]