

[Date]

[Building Owner/Manager Name]

[Building Name/Address]

[City, State, Zip Code]

Subject: Notice of Intent to Install Telecommunications Equipment

Dear [Recipient Name],

This letter serves as formal notice regarding the scheduled installation of telecommunications antenna equipment on the rooftop of the property located at [Property Address].

Project Overview:

- **Provider:** [Telecom Company Name]
- **Installation Date:** [Start Date] to [End Date]
- **Work Hours:** [e.g., 8:00 AM - 5:00 PM]
- **Equipment Description:** [Brief description of antennas and supporting cabinets]

Access Requirements:

Our authorized technicians will require access to the rooftop and [specific areas, e.g., electrical room] during the dates mentioned above. All personnel will carry identification and adhere to building safety protocols.

Impact on Residents/Tenants:

We do not anticipate any disruption to building utilities or services. Some noise may occur during the installation of mounting brackets. Every effort will be made to minimize disturbance.

Contact Information:

If you have any questions or require further technical specifications, please contact our Project Coordinator, [Name], at [Phone Number] or [Email Address].

Thank you for your cooperation in enhancing the local wireless network infrastructure.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]