

Date: [Insert Date]

Subject: Notice of Temporary Vendor Staging for Telecom Upgrades

Dear [Recipient Name/Resident/Tenant],

This letter is to inform you that [Telecom Company Name] will be performing essential telecommunications infrastructure upgrades in your area starting on [Start Date].

To facilitate these upgrades, a temporary vendor staging area will be established at [Specific Location/Address]. This area will be used for the storage of equipment, materials, and service vehicles.

Project Details:

- **Start Date:** [Date]
- **Estimated Completion Date:** [Date]
- **Staging Hours:** [e.g., 7:00 AM to 6:00 PM]

During this period, you may notice increased activity and the presence of authorized personnel. We are working closely with the contractors to minimize noise and any potential disruption to traffic or parking in the immediate vicinity.

We apologize for any temporary inconvenience this may cause and appreciate your patience as we work to improve the network services in your community.

If you have any questions or concerns regarding this project, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]