

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Date]

RE: Notice of Upcoming Fiber Optic Infrastructure Upgrades

Dear Resident/Property Owner,

This letter is to inform you that [Company Name] will soon begin upgrading the communication infrastructure in your area to high-speed fiber optic technology. These improvements are designed to provide faster internet speeds and increased network reliability for your community.

Project Details:

- **Estimated Start Date:** [Start Date]
- **Estimated Completion Date:** [End Date]
- **Work Hours:** [e.g., 8:00 AM to 5:00 PM, Monday through Friday]
- **Location:** [Specific Neighborhood or Street Names]

What to Expect:

- **Crews and Equipment:** You will see technicians, service vehicles, and equipment in the public right-of-way and utility easements.
- **Ground Work:** Some digging or trenching may be required to lay new underground cables. We aim to restore any disturbed landscaping to its original condition once work is complete.
- **Service Interruptions:** We do not anticipate significant outages; however, brief interruptions may occur during the final cut-over process.

Please ensure that any private underground systems (such as invisible fences or sprinkler systems) located near the street are clearly marked to avoid accidental damage.

We apologize for any temporary inconvenience this construction may cause and appreciate your patience as we bring these essential upgrades to your neighborhood.

If you have any questions or concerns regarding this project, please contact our customer service team at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Signature]
[Title]
[Company Name]