

**Date:** [Insert Date]

**To:** All Residents / Neighbors

**Subject:** Notice of Upcoming Roof Replacement and Noise Expectations

Dear Residents,

This letter is to inform you that a full roof replacement has been scheduled for [Building Name/Address]. The project is intended to maintain the integrity of our community and ensure the safety of all residents.

**Work Schedule:**

- **Start Date:** [Insert Start Date]
- **Estimated Completion:** [Insert Completion Date]
- **Daily Working Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM]

**What to Expect:**

- **Noise:** Please be prepared for significant noise throughout the day, including heavy hammering, scraping, and the use of power tools.
- **Vibrations:** Residents on top floors may experience minor vibrations. We recommend securing fragile items on walls or shelves.
- **Debris:** While the crew will clean up daily, please use caution when walking near the building as there may be falling debris or dust.
- **Parking/Access:** Certain parking spots or walkways near the building may be temporarily blocked to accommodate equipment and waste bins.

We apologize for this temporary inconvenience and appreciate your patience as we complete these necessary improvements. If you have any specific concerns or questions, please contact [Management Name/Contact Info].

Sincerely,

[Your Name/Building Management]  
[Contact Phone Number]  
[Contact Email Address]