

**Date:** [Insert Date]

**To:** All Residents/Tenants of [Property Name/Address]

**Subject:** NOISE ALERT: Scheduled Roof Replacement Project

Dear Residents,

This letter is to inform you that we will be performing a full roof replacement on the building. This project is necessary to maintain the integrity of the property and ensure the safety of all occupants.

**Project Schedule:**

- **Start Date:** [Insert Start Date]
- **Estimated Completion:** [Insert End Date]
- **Working Hours:** [Insert Time, e.g., 8:00 AM to 6:00 PM], Monday through Friday

**What to Expect:**

- **Noise:** There will be significant noise during working hours, including hammering, heavy machinery, and construction crew activity.
- **Debris:** While crews will clean up daily, please use caution when walking near the perimeter of the building.
- **Parking/Access:** Certain parking spaces or entry points may be temporarily restricted to accommodate equipment. Please follow all posted signage.
- **Vibrations:** You may experience minor vibrations. We recommend securing fragile items on your shelves or walls.

We apologize for this temporary inconvenience and thank you for your patience as we complete these essential improvements. If you have any urgent concerns, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]  
[Company Name]