

Date: [Insert Date]

To: All Residents / Neighbors of [Insert Address/Building Name]

Subject: Notice of Upcoming Roof Replacement

Dear Residents,

This letter is to inform you that the roof of the building located at [Insert Address] is scheduled for a full replacement. This project is necessary to ensure the continued integrity and safety of the structure.

Work Schedule:

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

What to Expect:

- **Noise:** There will be significant noise during working hours, including hammering and the use of power tools.
- **Debris:** While we will use protective measures, please be cautious of falling debris. It is recommended to keep balconies clear and windows closed.
- **Parking:** Access to certain parking areas or driveways may be restricted to accommodate equipment and waste containers. Please follow all posted signage.
- **Safety:** For your safety, please keep a safe distance from the construction zones and equipment at all times.

We apologize for any inconvenience this essential maintenance may cause and appreciate your patience as we complete these improvements.

If you have any questions or concerns, please contact [Insert Name/Company] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]
[Your Title]