

NOTICE: UPCOMING ROOF REPLACEMENT

Date: [Insert Date]

Dear Residents,

Please be advised that we will be performing a full roof replacement on the building located at [Insert Address/Building Name].

Scheduled Dates: [Insert Start Date] to [Insert End Date]

Work Hours: [Insert Start Time] to [Insert End Time]

Noise Disturbance:

Due to the nature of this project, there will be significant noise levels, including heavy hammering, drilling, and the movement of materials. We apologize for this inconvenience and appreciate your patience as we complete these necessary improvements.

Safety Reminders:

- Please keep all windows and balcony doors closed during work hours to minimize dust and noise.
- Be cautious of construction equipment and debris around the perimeter of the building.
- Ensure that any items on your balconies or patios are covered or moved indoors.

If you have any questions or concerns, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]