

Notice of Upcoming Roof Construction

Date: [Insert Date]

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

Dear Neighbor,

Please be advised that roof construction work is scheduled to take place at [Insert Address]. This work is necessary to ensure the continued safety and maintenance of the building.

Project Schedule:

- Start Date: [Insert Start Date]
- Estimated Completion: [Insert End Date]
- Working Hours: [Insert e.g., 8:00 AM to 5:00 PM], Monday through Friday

Noise Warning:

Due to the nature of roofing work, there will be significant noise during working hours, including hammering, drilling, and the movement of heavy materials. We apologize in advance for this disruption and any inconvenience it may cause.

Safety Precautions:

- Please keep windows closed to minimize dust and noise.
- Be cautious of construction vehicles and workers near the building entrance.
- Avoid any marked "Work Zones" or areas where debris may fall.

We appreciate your patience and cooperation as we complete these essential improvements. If you have any urgent concerns, please contact [Insert Name/Company] at [Insert Phone Number].

Sincerely,

[Your Name/Management Name]

[Your Contact Information]