

Date: [Insert Date]

Subject: Notice of Upcoming Roofing Work and Noise Advisory

Dear Residents/Neighbors,

This letter is to inform you that a roofing project is scheduled to take place at **[Insert Property Address/Building Name]**.

Project Schedule:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Work Hours:** [Insert Start Time] to [Insert End Time]

Please be advised that this work will involve significant noise, including heavy machinery, hammering, and debris removal. We understand that this may be an inconvenience and we appreciate your patience as we complete these necessary improvements.

Important Safety Reminders:

- Please keep a safe distance from the work zone and any scaffolding.
- Ensure that windows are closed to minimize dust and noise.
- Be mindful of construction vehicles entering and exiting the area.

If you have any questions or urgent concerns regarding this project, please contact:

Project Manager: [Insert Name]

Phone Number: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Property Management/Contractor Title]