

Date: [Insert Date]

Subject: Notice of Upcoming Roof Replacement and Noise Property: [Insert Property Name/Address]

Dear Residents and Neighbors,

Please be advised that a full roof replacement is scheduled to take place at [Insert Address/Building Number]. This work is necessary to maintain the integrity of the building and ensure the safety of all occupants.

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

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

During this period, you should expect the following:

- **Noise:** There will be significant noise from hammers, power tools, and shingles being moved.
- **Debris:** While crews will clean up daily, please exercise caution when walking near the perimeter of the building.
- **Equipment:** Large trucks and dumpsters will be stationed on-site, which may impact parking or access in [Insert Specific Areas].

For your safety, please keep windows closed to minimize dust and noise. We also recommend moving any fragile items from walls or high shelves, as the construction may cause minor vibrations.

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

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

Sincerely,

[Your Name/Management Company Name]