

Date: [Insert Date]

Subject: Notice of Upcoming Roof Replacement and Noise Advisory

Dear Resident/Tenant,

This letter is to inform you that a full roof replacement has been scheduled for the building located at [Insert Address].

Work Schedule:

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

Noise and Disturbance:

Please be advised that roof replacement is a loud process. You should expect significant noise from heavy machinery, hammering, and workers on the roof during the hours listed above. There may also be some vibrations felt throughout the building.

Safety Precautions:

- Please keep all windows and balcony doors closed to keep out dust and debris.
- Avoid the immediate perimeter of the building where materials may be hoisted or discarded.
- Ensure that any vehicles parked near the building are moved if requested by the crew.
- Keep pets and children away from work zones and scaffolding.

We apologize for this temporary inconvenience and thank you for your patience as we make these necessary improvements to the property.

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

Sincerely,

[Your Name/Company Name]
[Property Management/Owner]