

[Date]

[Tenant/Homeowner Name]

[Address/Unit Number]

[City, State, Zip Code]

**Subject: Notification of Scheduled Roof Replacement**

Dear [Name],

Please be advised that a full roof replacement has been scheduled for your building. This project is necessary to maintain the integrity of the structure and ensure the safety of all residents.

**Project Schedule:**

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

**What to Expect:**

- **Noise:** There will be significant noise during work hours, including hammering and the use of power tools.
- **Debris:** While crews will clean up daily, please use caution when walking near the building.
- **Access:** Please keep driveways and walkways clear for equipment and material delivery.
- **Safety:** Do not allow children or pets near the construction zones or ladders.

**Required Actions:**

- Please remove any fragile items from your walls or high shelves, as vibrations may occur.
- Ensure all vehicles are parked away from the building perimeter by [Time] on [Date].
- Keep windows closed to prevent dust from entering your home.

We apologize for any inconvenience this may cause and thank you for your cooperation during these essential improvements.

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

Sincerely,

[Your Name/Property Management Name]

[Title/Company Name]