

Date: [Insert Date]

To: All Residents of [Insert Property Name/Address]

Subject: Notice of Upcoming Roof Replacement and Noise

Dear Residents,

This letter is to inform you that we will be replacing the roof on the building starting on **[Insert Start Date]**. We expect the work to be completed by **[Insert End Date]**, weather permitting.

What to Expect:

- **Noise:** There will be significant noise during work hours, including hammering, scraping, and heavy machinery.
- **Work Hours:** Construction will typically take place between **[Insert Start Time]** and **[Insert End Time]**.
- **Debris:** While crews will clean up daily, please be cautious of falling debris and construction materials around the perimeter of the building.
- **Parking:** Certain parking areas or entrances may be temporarily blocked to accommodate equipment and dumpsters.

Action Required:

- Please ensure all windows are closed during work hours to minimize dust and noise.
- Keep children and pets away from the active construction zones.
- Move any personal items from balconies or patios that could be damaged by falling dust or debris.

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

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]
[Contact Information]