

Date: [Insert Date]

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

Subject: ADVISORY: Upcoming Roof Replacement Project

Dear Residents,

Please be advised that a full roof replacement for [Building Name/Address] is scheduled to begin on **[Start Date]**. This project is expected to be completed by **[Estimated End Date]**, weather permitting.

Work Hours:

Work will take place between the hours of [Start Time] and [End Time], Monday through [Day of Week].

What to Expect:

- **Noise:** There will be significant noise during work hours, including hammering and machinery operation.
- **Debris:** While crews will clean daily, please use caution around the building perimeter. Keep balconies clear of personal items.
- **Parking:** Certain parking spaces marked with cones must remain empty to allow for equipment and dumpsters. Please move your vehicles by [Time/Date].
- **Vibrations:** You may experience minor vibrations. We recommend securing fragile items inside your home.

Safety Notice:

For your safety, please keep a safe distance from the construction zones and follow all posted signage. Ensure children and pets are supervised at all times when outdoors.

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

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

Sincerely,

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