

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Storm Debris Clearing and Grounds Restoration

Dear [Recipient Name],

Following the recent severe weather, we are writing to inform you that we will be beginning storm debris clearing and grounds restoration activities at [Location/Property Name].

Our primary objective is to ensure the safety of the area and restore the landscape to its original condition. Our scope of work includes:

- Removal of fallen branches, trees, and organic debris.
- Collection and disposal of wind-blown trash and structural fragments.
- Repairing damaged turf and soil erosion.
- Pruning damaged vegetation to prevent further hazards.
- Power washing walkways or clearing blocked drainage systems as needed.

We expect work to commence on [Start Date] and anticipate completion by [Estimated End Date], weather permitting. During this time, please be advised that there may be heavy machinery on-site and temporary restricted access to certain areas of the grounds.

We apologize for any temporary noise or inconvenience this may cause. Our goal is to complete the restoration as efficiently as possible to ensure the property remains safe and visually appealing.

If you have any specific concerns or questions regarding the restoration process, please contact [Contact Person Name] at [Phone Number] or [Email].

Thank you for your patience and cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]