

Roof Inspection Announcement

Dear Residents,

We are writing to inform you that a roof inspection will be conducted on **[Date]** from **[Start Time]** to **[End Time]**. This inspection is necessary to ensure the safety and integrity of our building.

Please be advised that the inspection may involve access to common areas, and our contractors will take precautions to minimize any inconvenience.

If you have any questions or concerns, feel free to contact the management office at **[Phone Number]** or **[Email Address]**.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company]