

Scheduled Roof Repairs Notification

Dear Residents,

We hope this message finds you well. We are writing to inform you that scheduled roof repairs will take place in our community starting from **[Start Date]** to **[End Date]**.

The roofing contractors will be on-site daily from **[Start Time]** to **[End Time]**. We kindly ask that you exercise caution during this time and refrain from accessing areas directly below the work zones.

We appreciate your understanding and cooperation as we carry out these necessary repairs to maintain the safety and integrity of our buildings.

If you have any questions or concerns, please feel free to contact the management office at **[Contact Information]**.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Community/Property Name]

[Contact Information]