

# Dear Residents,

We hope this message finds you well. We would like to inform you that scheduled roof work will commence on **[Start Date]** and is expected to be completed by **[End Date]**.

This necessary maintenance is aimed at ensuring the integrity and longevity of the roof over our apartment complex. The work will take place on weekdays from **[Start Time]** to **[End Time]**.

Please note that there may be some noise and limited access to certain areas during this time. We appreciate your understanding and cooperation as we work to improve our living environment.

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

Thank you for your cooperation.

Best regards,  
[Your Apartment Management Name]