

# Dear [Association Members/Residents],

We hope this message finds you well. We are excited to announce that the refurbishment of our association building is set to begin on [start date]. This project aims to enhance the comfort, aesthetic appeal, and functionality of our space.

The refurbishment will include:

- Renovation of common areas
- Upgrading of facilities
- Improved accessibility features
- Energy-efficient solutions

We understand that this may cause some inconvenience, and we appreciate your patience and understanding during this period. We aim to complete the refurbishment by [completion date], and we will make every effort to minimize disruption to residents and members.

For any questions or concerns, please feel free to reach out to us at [contact information]. We encourage everyone to stay informed through our regular updates.

Thank you for your cooperation and support as we work toward enhancing our communal space.

Sincerely,  
[Your Name]  
[Your Position]  
[Association Name]