

Notification of Temporary Sign Installation

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that a temporary sign will be installed at [Location/Address] for the purpose of [reason for the sign, e.g., event announcement, construction notice, etc.].

The installation is scheduled to take place on [installation date] and will remain in place until [removal date]. We will ensure that the installation process is conducted efficiently and with minimal disruption.

Please feel free to reach out if you have any questions or concerns regarding this installation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]