

Construction Work Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Dear [Recipient's Name],

We are writing to inform you about the essential updates regarding the ongoing construction work at [Project Location]. As part of our commitment to keeping you informed, please find the details below:

Upcoming Work Schedule

- Start Date: [Insert Start Date]
- Expected Completion: [Insert Completion Date]
- Working Hours: [Insert Working Hours]

Important Safety Information

During this period, please be advised that there may be increased noise levels and potential disruptions in traffic. We kindly ask all residents and visitors to exercise caution around the construction zone.

Contact Information

If you have any questions or require further information, please do not hesitate to contact us at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]