

# Notice of Construction Site Operations

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Company]

Subject: Notification of Construction Activities

Dear [Recipient's Name],

We are writing to inform you about the upcoming construction activities scheduled to take place at our site located at [Insert Construction Site Address].

## **Project Overview:**

The project involves [brief description of the project, e.g., building a new structure, renovation, etc.].

## **Schedule:**

The construction activities are expected to commence on [start date] and conclude by [end date]. Work hours will typically be from [start time] to [end time].

## **Impact on Surroundings:**

We aim to minimize disruptions; however, there may be increased noise and traffic in the area. We appreciate your understanding and patience during this time.

If you have any questions or concerns, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]