

Notification of Upcoming Construction Activities

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of upcoming construction activities scheduled to begin on [Start Date] and expected to conclude by [End Date]. This project will take place at [Location/Address] and aims to [briefly state purpose of construction].

During this period, you may experience some disturbances including [mention possible disturbances like noise, dust, or traffic changes]. We appreciate your understanding and patience as we work to improve our community.

If you have any questions or concerns regarding this project, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]