

Notification of Building Refurbishment Project

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Building Refurbishment Project

Dear [Recipient's Name],

We are pleased to inform you that the refurbishment of [Building Name/Location] is set to commence on [Start Date]. The project aims to enhance the facilities and overall environment of the building for the benefit of all occupants.

Key details of the refurbishment project include:

- Project Start Date: [Insert Start Date]
- Estimated Completion Date: [Insert Estimated Completion Date]
- Project Manager: [Insert Project Manager's Name]
- Contact Information: [Insert Contact Information]

During the refurbishment, there may be some noise and disruptions. We will do our best to minimize inconvenience and keep you informed of any important updates. Regular communication will be maintained through [email/newsletters/meetings], so please stay tuned.

We appreciate your understanding and cooperation throughout this process. Should you have any questions or concerns, do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]