

Renovation Instructions for Residential Properties

Date: [Insert Date]

To: [Homeowner's Name]
[Homeowner's Address]
[City, State, Zip Code]

Dear [Homeowner's Name],

We are pleased to inform you about the upcoming renovation of your property located at [Property Address]. Below are the instructions and guidelines to ensure a smooth renovation process:

Renovation Schedule

The renovation will commence on [Start Date] and is expected to be completed by [End Date].

Access and Work Hours

Our team will need access to the property from [Start Time] to [End Time] on weekdays. Please ensure that all personal belongings are secured.

Renovation Scope

The following renovations will be undertaken:

- [Description of Renovation 1]
- [Description of Renovation 2]
- [Description of Renovation 3]

Safety Practices

To ensure safety during the renovation, please adhere to the following:

1. Do not enter areas marked as "Under Construction".
2. Keep children and pets away from work zones.
3. Report any issues or concerns to site supervisor immediately.

Contact Information

If you have any questions or concerns, please feel free to reach out to us at:

Email: [Email Address]

Phone: [Phone Number]

Thank you for your cooperation. We look forward to transforming your home!

Sincerely,

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]