

# Temporary Structure Policy for Residential Projects

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you about our Temporary Structure Policy applicable to all residential projects. This policy aims to ensure the safety, durability, and compliance of temporary structures used during the construction process.

## Policy Overview

- All temporary structures must be designed in compliance with local building codes.
- Temporary structures are to be inspected prior to use and regularly throughout their duration.
- Only qualified personnel should oversee the installation and maintenance of temporary structures.
- All structures must be removed within [specify duration] after project completion.

For further information or clarification regarding this policy, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your cooperation in adhering to these guidelines.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]