

Road Resurfacing Project Progress Notification

Date: [Insert Date]

Dear Residents,

We are writing to inform you about the progress of the ongoing road resurfacing project on [insert street name]. As part of our commitment to enhancing the infrastructure in our community, this project aims to improve road safety and traffic flow.

Current Status:

- Phase 1: Completed
- Phase 2: In Progress (expected completion by [insert date])
- Phase 3: Scheduled to begin on [insert date]

We appreciate your patience and understanding during this necessary work. Please be aware that some delays may occur, and alternative routes may be required during construction.

If you have any questions or concerns, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]