

Interior Renovation Notice

Date: [Insert Date]

To: All Residents

From: [Your Name/Management Name]

Subject: Notice of Upcoming Interior Renovations

Dear Residents,

We would like to inform you that interior renovations will be taking place in our building starting from [Start Date] to [End Date]. The renovations will include [brief description of renovations, e.g., painting, flooring, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our living environment.

If you have any questions or concerns, please do not hesitate to reach out to the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]