

Dear Neighbors,

We hope this letter finds you well. We wanted to provide you with an update on the ongoing renovation project at **[Project Address]**.

As of **[Date]**, we have completed the following phases:

- [Phase 1: Description]
- [Phase 2: Description]
- [Phase 3: Description]

Currently, we are working on:

- [Current Work Description]

We anticipate that this phase will be completed by **[Estimated Completion Date]**. We appreciate your understanding and patience during this renovation process.

If you have any questions or concerns, please feel free to reach out to us at **[Your Contact Information]**.

Thank you for your cooperation!

Sincerely,
[Your Name]
[Your Address]
[Your Contact Information]