

Notice of Renovation Schedule Adjustment

Date: [Insert Date]

Dear Residents,

We hope this message finds you well. We would like to inform you about an adjustment to the renovation schedule for our apartment complex. Due to unforeseen circumstances, the timeline for the renovation project has been revised.

Updated Renovation Schedule

- Building A: Start Date - [New Start Date], Completion Date - [New Completion Date]
- Building B: Start Date - [New Start Date], Completion Date - [New Completion Date]
- Common Areas: Start Date - [New Start Date], Completion Date - [New Completion Date]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our community. Please feel free to reach out to the management office with any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Apartment Complex Name]

[Contact Information]