

Notice of Temporary Road Closure

Date: [Insert Date]

Dear [Community/Resident/Business Owner],

We would like to inform you of a temporary road closure due to construction activities on [Specify Street Name] starting from [Start Date] to [End Date]. The hours of closure will be from [Start Time] to [End Time].

This construction is part of [Project Name/Description], which aims to [Briefly Describe Purpose of the Project]. We understand that this may cause inconvenience, and we are doing our best to minimize the impact on the community.

Please use the following detour routes:

- [Detour Route 1]
- [Detour Route 2]
- [Detour Route 3]

For any questions or concerns, please contact [Contact Name] at [Contact Phone Number] or [Contact Email].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]