

Planned Road Repair Closure Notice

Date: [Insert Date]

Dear Residents and Commuters,

We wish to inform you that necessary road repairs will be conducted on [Insert Road Name] from [Start Date] to [End Date]. During this period, the road will be closed to all traffic.

We understand that this may cause some inconvenience, and we appreciate your patience and understanding as we work to improve our roads.

For the safety of all, we urge everyone to seek alternate routes and to follow posted detour signs.

If you have any questions or require further information, please contact [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]