

# Advance Notice of Upcoming Building Project

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about an upcoming building project that is scheduled to commence on [Start Date] and is expected to be completed by [End Date]. This project will take place at [Location/Address of the Project].

The work will include [brief description of what the project entails]. We want to assure you that we are committed to minimizing any disruptions and ensuring that all safety regulations are adhered to during this period.

If you have any questions or concerns regarding this project, please feel free to contact us at [Your Phone Number] or [Your Email Address].

We appreciate your understanding and cooperation.

Thank you,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]