

Notice of Construction Operations

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that construction operations will commence at [Location/Project Name] starting on [Start Date]. The expected duration of these operations is [Duration].

During this time, you may experience noise, dust, and increased traffic in the vicinity. We are committed to minimizing any disruptions and will take necessary measures to ensure the safety and convenience of the surrounding community.

If you have any questions or concerns regarding this project, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]