

Construction Notice

Date: [Insert Date]

To: [Affected Party Name]
[Affected Party Address]
[City, State, Zip Code]

Dear [Affected Party Name],

We are writing to inform you that construction activities will commence on [Insert Start Date] and are expected to be completed by [Insert End Date]. This project is necessary for [brief explanation of the project purpose].

The construction site is located at [Insert Location], and it may cause minor disruptions such as noise and limited access to certain areas. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve [mention benefits of the construction].

Please feel free to reach out to us at [Insert Contact Information] if you have any questions or concerns regarding this notice.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]