

Dear Residents,

We are writing to inform you that construction work will begin in your area starting on **[Start Date]** and is expected to continue until **[End Date]**. The project will involve **[Brief Description of the Work]**.

We understand that construction can be disruptive, and we are committed to minimizing any inconvenience to you. Work will be carried out between **[Start Time]** and **[End Time]** on weekdays.

If you have any questions or concerns about the project, please feel free to contact us at **[Contact Information]**.

Thank you for your patience and understanding during this important work.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]