

# Notification of Upcoming Construction Activities

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Notification of Upcoming Construction Activities at [Location]

Dear [Recipient Name],

We would like to inform you that construction activities will commence at [Location] on [Start Date]. The anticipated duration of these activities is [Duration]. This construction is aimed at [Brief Description of Purpose].

During this period, there may be some noise and disruptions. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

For any questions or concerns, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]