

Prior Notice of Scheduled Construction Work

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that scheduled construction work will commence at [Location/Address] on [Start Date] and is expected to conclude by [End Date].

The construction work will include [Brief Description of the Work, e.g., renovations, installations]. Our working hours will be from [Start Time] to [End Time], Monday through Friday.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation during this time. Should you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]