

Dear [Neighborhood Association Name] Members,

We hope this message finds you well. We would like to inform you about an upcoming window replacement project that will take place in our neighborhood.

Project Details:

- **Location:** [Specific Address or Area]
- **Start Date:** [Start Date]
- **End Date:** [Projected End Date]
- **Contractor:** [Contractor Name and Contact Information]

This project is aimed at improving the energy efficiency and aesthetic appeal of our homes. We understand that construction activities can be disruptive and appreciate your patience and understanding during this time.

Important Notes:

1. Please ensure that all windows are accessible during the work hours.
2. Noise levels may be higher than usual; we apologize for any inconvenience.
3. If you have any questions or concerns, do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your cooperation and understanding. We look forward to enhancing our neighborhood together.

Sincerely,

[Your Name]

[Your Position/Role]

[Your Contact Information]

[Date]