

# Notice of Window Replacement

Dear Building Staff,

We are writing to inform you that window replacement work will commence on **[Start Date]** and is expected to conclude by **[End Date]**.

Details of the project are as follows:

- **Affected Areas:** [List of floors/rooms]
- **Working Hours:** [Working Hours]
- **Contractor:** [Contractor Name and Contact Information]

During this period, please be advised of the following:

- Access to certain areas may be restricted.
- Noise disruptions may occur between [Noise Hours].
- Safety precautions will be in effect; please follow any posted signage.

If you have any questions or concerns, please do not hesitate to reach out to [Contact Person's Name and Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]