

# Notification of Ongoing Road Work

Date: [Insert Date]

Dear [Recipient's Name/Students/Faculty],

We would like to inform you that ongoing road work is taking place on campus starting from [Start Date] and is expected to continue until [End Date]. This project is essential for [brief reason for the road work, e.g., infrastructure improvement, safety enhancements].

During this time, please be advised of the following:

- The main entrance will be [specific access information].
- Parking areas affected include [list affected areas].
- Alternate routes are being established; please refer to the attached map for details.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our campus facilities. If you have any questions or concerns, please do not hesitate to contact [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Department/Office]