

Formal Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Campus Access Disruption

Dear [Recipient's Name],

We wish to inform you that there will be a disruption in access to certain areas of the campus starting from [Start Date] to [End Date]. This disruption is due to [reason for disruption, e.g., construction, maintenance work, etc.].

During this period, the following areas will be affected:

- [Area/Building 1]
- [Area/Building 2]
- [Area/Building 3]

We understand that this may cause inconvenience, and we appreciate your understanding and patience as we work to improve our campus facilities.

If you have any questions or require further information, please feel free to contact [Contact Person] at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]