

Project Demobilization Notification

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Demobilization of Landscaping and Outdoor Project

Dear [Client's Name],

We are writing to formally notify you of the upcoming demobilization phase of the landscaping and outdoor project that we have been executing at [Project Location]. As per our project schedule and your specifications, we will be concluding our operations on [Final Work Date].

During this demobilization phase, we will ensure that:

- All materials and equipment will be removed from the site.
- Site cleanup will be conducted to ensure a tidy environment.
- A final walkthrough will be scheduled to assess the completed work.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. We appreciate your cooperation and support throughout this project.

Thank you for trusting us with your landscaping needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]