Demobilization Notification

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you of the upcoming demobilization phase of the [Project Name] residential building project, located at [Project Address]. As we near the completion of the construction activities, we intend to begin the demobilization process on [Start Date] and anticipate completion by [End Date].

During this phase, our team will be working to remove equipment, materials, and any safety barriers while ensuring the site remains secure and clean. We will also conduct a final inspection to ensure that all work has been performed according to the specifications outlined in our contract.

Should you have any questions or require further information regarding this process, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation throughout the project. We look forward to completing this project successfully and appreciate your understanding during the demobilization phase.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]