

Room Refurbishment Update

Dear [Recipient's Name],

We are writing to inform you about the ongoing refurbishment of [Room/Area Name] scheduled from [Start Date] to [End Date].

Below are the details of the refurbishment:

- **Scope of Work:** [Brief description of the work being done]
- **Contractor:** [Contractor's Name]
- **Expected Completion Date:** [Date]

Please note that during this period, there may be some disturbances. We appreciate your understanding and patience as we work to improve our facilities.

If you have any questions or concerns, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]