

Notification of Construction Phase Transition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the upcoming transition to the next phase of construction for the [Project Name] located at [Project Address]. This transition is scheduled to take place on [Date of Transition].

During this next phase, we will be [briefly describe what will be happening in this phase, e.g., "commencing structural framing," "installation of electrical systems," etc.]. We anticipate that this phase will last approximately [duration of this phase], with an expected completion date of [Completion Date].

We understand that this may cause some disruptions, and we are committed to minimizing any inconvenience. If you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you for your cooperation and understanding as we move forward with this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]