

Emergency Renovation Notice

Date: [Insert Date]

To: [Tenant/Owner's Name]

Address: [Tenant/Owner's Address]

Dear [Tenant/Owner's Name],

This letter serves as an official notice regarding emergency renovation work that will be taking place at your property located at [Property Address]. The renovations are necessary due to [brief explanation of the issue, e.g., water damage, structural concerns].

The renovation work is scheduled to begin on [Start Date] and is expected to be completed by [End Date]. We understand that this may cause some inconvenience, and we will make every effort to minimize disruption during this process.

Please ensure that all personal belongings are removed from the affected areas by [Deadline]. If you have any questions or need assistance, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]