

Notice of Renovation

Date: [Insert Date]

Dear Residents and Visitors,

We would like to inform you that renovations will be taking place at [Building Name/Location] starting from [Start Date] to [End Date]. The purpose of this renovation is to enhance the facilities and improve the overall experience for all users.

Please note the following details:

- **Renovation Schedule:** [Insert Days and Hours of Work]
- **Affected Areas:** [Insert Areas Under Renovation]
- **Alternative Access:** [Insert Information on Alternative Access if Needed]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to better our community space.

If you have any questions or concerns, please contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Organization]