

Renovation Notice

Date: [Insert Date]

To: [Insert Tenant's Name]

Address: [Insert Tenant's Address]

Dear [Insert Tenant's Name],

We would like to inform you that renovation work will commence at [Insert Property Address] on [Insert Start Date] and is expected to be completed by [Insert End Date].

The purpose of the renovation is to [briefly explain the purpose of the renovation, e.g., improve facilities, enhance aesthetic appeal, etc.]. We appreciate your understanding and cooperation during this period.

During the renovation process, we will ensure that noise levels and disruptions are kept to a minimum. Our team will be available to address any concerns you may have.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company Name]

[Insert Company Contact Info]