

# Renovation Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that renovations will commence on [Start Date] and are expected to be completed by [End Date]. The work will include [brief description of renovation work, e.g., kitchen upgrades, bathroom remodeling, etc.].

We understand that this may cause some inconvenience, and we will do our best to minimize any disruption during this period. Working hours will be from [Start Time] to [End Time], Monday through [Days of Work].

If you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]