

Renovation Policy Reminder

Date: [Insert Date]

Dear [Recipient's Name],

This is a friendly reminder regarding our renovation policy. As you are aware, our policy outlines the necessary steps and guidelines to ensure a smooth renovation process.

Please be reminded of the following key points:

- Submit renovation requests at least [Insert Number] weeks in advance.
- Ensure all contractors are licensed and insured.
- Adhere to noise and work hour regulations.
- Obtain necessary permits prior to starting any work.

For any questions or further clarifications, feel free to contact us at [Insert Contact Information]. Your cooperation is greatly appreciated.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]