

Renovation Notice

Date: [Insert Date]

To: [Insert Tenant/Resident Name]

Address: [Insert Tenant/Resident Address]

Dear [Insert Tenant/Resident Name],

We are writing to inform you that scheduled renovations will be taking place in the [Specify Area] of the building.

Renovation Start Date: [Insert Start Date]

Estimated Completion Date: [Insert Completion Date]

During this period, there may be some noise and disruption to normal activities. We appreciate your understanding and cooperation as we work to improve the quality of our facilities.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]