

# Carpet Replacement Timeline Notification

Dear [Tenant/Management Name],

We are writing to inform you about the upcoming carpet replacement project in [specific area/space] of [Building Name]. This initiative is part of our ongoing commitment to maintaining and improving our facilities. Below you will find the planned timeline for this project:

## Project Timeline

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Preparation Phase:** [Preparation details, if any]
- **Work Hours:** [Specify work hours, if applicable]

## Important Notes

- Please ensure that all furniture is cleared from the designated areas by [specific deadline].
- Access to areas may be limited during replacement, so plan accordingly.
- We appreciate your understanding and cooperation during this time.

If you have any questions or concerns regarding this project, please do not hesitate to reach out to our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]