

# Dear Tenants,

We hope this message finds you well. We are writing to update you regarding the carpet replacement project in your building.

We are pleased to inform you that the carpet replacement will begin on **[Start Date]** and is expected to be completed by **[End Date]**.

Please note the following important details:

- The replacement will occur in **[List of Areas]**.
- Access to these areas may be restricted during the replacement process.
- We will ensure that noise and disruption are minimized.

If you have any questions or concerns, please do not hesitate to reach out to the management office at **[Contact Information]**.

Thank you for your cooperation and understanding as we work to improve your living environment.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Company/Property Management Name]**