

Construction Work Update Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the upcoming construction work planned at [Project Location]. This construction is set to commence on [Start Date] and is expected to be completed by [End Date].

The scope of work includes:

- [Description of task 1]
- [Description of task 2]
- [Description of task 3]

We anticipate some noise and potential traffic delays during this period, and we appreciate your understanding and patience.

If you have any questions or concerns regarding this project, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

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