

Announcement: Renovation Work Schedule

Dear Residents,

We are excited to inform you that renovation work will begin in our building on **[Start Date]** and will continue until **[End Date]**.

The work will take place from **[Start Time]** to **[End Time]** each day, Monday through Friday.

We appreciate your understanding and cooperation during this time. If you have any questions or concerns, please feel free to contact us at **[Contact Information]**.

Thank you for your patience as we work to improve our community.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]