

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Upcoming Commercial Development - [Project Name/Address]

Dear Neighbor,

We are writing to inform you of a new commercial development project planned for the property located at [Project Address]. As a nearby resident or business owner, we want to ensure you are aware of the project details and the steps we are taking to minimize impact on the neighborhood.

Project Overview:

The proposed development consists of [Brief Description, e.g., a three-story office building / a retail shopping center]. Construction is scheduled to begin on [Start Date] and is estimated to be completed by [Completion Date].

Anticipated Impacts and Mitigation:

- **Traffic:** We have coordinated with local authorities to manage construction vehicle routes and minimize congestion during peak hours.
- **Noise:** Construction activities will strictly adhere to local noise ordinances, occurring only between the hours of [Start Time] and [End Time].
- **Environment:** We are implementing dust control measures and site fencing to maintain cleanliness and safety.

Community Meeting:

We invite you to attend an informational meeting to discuss the project and answer any questions you may have.

Date: [Meeting Date]

Time: [Meeting Time]

Location: [Meeting Location/Link]

If you have immediate questions or concerns, please contact our project outreach coordinator, [Contact Name], at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Company Name]
[Your Title]
[Website, optional]