

Date: [Insert Date]

To: All Residents / Neighbors

From: [Insert Name/Management Company]

Subject: Notice of General Exterior Renovations

Dear Resident/Neighbor,

This letter is to inform you that exterior renovation work is scheduled to take place at [Insert Address/Property Name]. These improvements are being made to maintain the safety and appearance of the property.

Project Schedule:

- **Start Date:** [Insert Date]
- **Estimated Completion Date:** [Insert Date]
- **Work Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM], Monday through Friday

Scope of Work:

The project will include: [Insert brief description, e.g., painting, siding repair, roof replacement, or window installation].

What to Expect:

- Construction noise and minor dust during work hours.
- Presence of workers, ladders, and scaffolding around the building exterior.
- Limited access to [Insert specific areas, e.g., balconies, driveway, or walkways].
- Potential for construction debris (which will be cleared daily).

Action Required:

- Please ensure all personal items are removed from [Insert area, e.g., patios/balconies].
- Keep windows and doors closed during work hours to minimize dust and noise.
- Please exercise caution when walking near the work zones.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve the property. If you have any questions or concerns regarding this project, please contact [Insert Name/Department] at [Insert Phone Number/Email].

Sincerely,

[Insert Signature Name]

[Insert Title/Company]