

Date: [Insert Date]

Subject: Notice of Upcoming Roof Replacement and Repair Works

Dear [Resident/Tenant Name],

This letter is to inform you that roof replacement and repair activities are scheduled to take place at [Property Address/Building Name].

Scheduled Start Date: [Insert Start Date]

Estimated Completion Date: [Insert End Date]

Working Hours: [Insert Working Hours, e.g., 8:00 AM to 5:00 PM]

During this period, please be aware of the following:

- **Noise:** There will be significant noise from hammers, power tools, and crew activity.
- **Safety:** Please stay clear of scaffolding, ladders, and cordoned-off areas. Watch for falling debris near the perimeter of the building.
- **Access:** Access to certain entrances or parking spaces may be temporarily restricted. [Specify any specific areas].
- **Protection:** We recommend moving vehicles away from the building and securing fragile items on your walls or shelves, as vibrations may occur.

We apologize for any inconvenience caused by this necessary maintenance and appreciate your cooperation in ensuring a safe work environment.

If you have any questions or concerns, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title/Role]