

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**Subject: Notice of Planned Landscaping and Hardscaping Improvements**

Dear [Recipient Name],

This letter is to formally notify you of upcoming landscaping and hardscaping improvements scheduled for the property located at [Property Address].

The scope of work will include the following:

- [Description of landscaping, e.g., planting new sod, flower beds, tree removal]
- [Description of hardscaping, e.g., patio installation, retaining wall repair, walkway paving]
- [Additional details, e.g., irrigation system upgrades]

The project is scheduled to begin on **[Start Date]** and is expected to be completed by **[Estimated End Date]**. Work will typically occur between the hours of [Start Time] and [End Time], Monday through [Day of the week].

Please be advised that during this period, there may be temporary noise, dust, and presence of equipment or materials. We will make every effort to minimize disruptions to the surrounding area. We kindly ask that you [specific request, e.g., keep the driveway clear / move outdoor furniture / keep pets indoors] during the scheduled work hours.

If you have any questions or concerns regarding this project, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and patience as we work to improve the property.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Role]