

Date: [Insert Date]

To: [Occupant/Tenant Name]

Address: [Unit/Property Address]

Subject: Notice of Scaffolding Installation and Structural Repairs

Dear [Occupant Name],

This letter is to inform you that essential structural repair work is scheduled to take place at [Property Name/Address]. To facilitate these repairs safely, scaffolding will be erected around the building.

Work Schedule:

- **Scaffolding Installation Date:** [Start Date]
- **Estimated Duration of Repairs:** [Number of Days/Weeks]
- **Working Hours:** [e.g., 8:00 AM to 5:00 PM, Monday to Friday]

Scope of Work:

The project involves [Brief description of repairs, e.g., concrete restoration, brickwork, or balcony repairs]. These works are necessary to ensure the ongoing safety and integrity of the structure.

What to Expect:

- **Noise:** There will be some noise associated with the assembly of scaffolding and the repair process.
- **Privacy:** Workers will be active on the scaffolding. We recommend keeping curtains or blinds closed during working hours if you require privacy.
- **Access:** Please ensure that [balconies/patios/walkways] are cleared of all personal items, plants, and furniture by [Clearance Date].
- **Security:** While the scaffolding is in place, please ensure all windows and doors are securely locked when you are not at home.

We apologize for any inconvenience this may cause and thank you for your cooperation in maintaining the building.

If you have any questions or specific concerns regarding access, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Company Name/Building Management]