

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Exterior Lighting Upgrade

Dear Resident/Tenant,

This letter is to inform you that we will be performing an upgrade to the exterior lighting systems at [Property Name/Location]. This project is part of our ongoing efforts to improve safety, visibility, and energy efficiency across the premises.

Work Schedule:

- **Start Date:** [Start Date]
- **Estimated Completion:** [End Date]
- **Working Hours:** [Start Time] to [End Time]

What to Expect:

- Contractors will be working in common areas, parking lots, and near building entrances.
- There may be brief periods of noise associated with the installation.
- Certain outdoor areas may have temporary lighting outages during the transition.
- Access to specific walkways or parking spots may be restricted temporarily.

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

Sincerely,

[Your Name/Property Management Team]

[Company Name]