

TO BE POSTED ON APT DOOR & IN LOBBY

Sample Letter Notifying Neighbors of Planned Work Dates

[Date]

ADDRESSEE

UNIT #

Re: Renovation of Apt ____ Nagle Apartments

Dear Neighbor:

This letter is to serve as notification that on _____, 20__, we will be commencing renovations on Unit ____ at (31/37or14)_____. Blue Woods Management Inc. is in possession of all of the necessary documentation regarding this work. Work is being done in the following rooms _____. The duration of the project is expected to be ____ days/weeks.

We will instruct our contractors to exercise care to minimize the noise during construction. It would be impossible to eliminate all the noise completely and hope you will understand and bear with us during this period.