[Today’s Date]

Dear Resident,

**RE: Notice of Construction of [Street Name(s)]**

Please be advised that [Company Name] is scheduled to begin [description of work to be performed] in your neighbourhood between [Street Address 1] and [Street Address 2] . We expect work to be completed in approximately [anticipated project time].

During construction, we will make every effort to minimize inconvenience to residents, however, with work of this nature, some disruption will be unavoidable. During this time, we ask for your patience and cooperation.

If you have any questions or concerns regarding this project, please contact [Contact Name] directly at [Contact Number].

Yours truly,

[Project Manager Name]

Project Manager