

# Pre-Construction Neighborhood Notification Letter

Date:

To: Neighboring Residents

Address:

Subject: Notification of Upcoming Construction Activity

Dear Neighbor,

We would like to inform you that construction work is scheduled to begin at:

Project Address:

The construction period is expected to commence on:

Estimated completion date:

The work may involve the following activities and impacts:

- Construction hours:
- Noise:
- Traffic changes:
- Other impacts:

We will make every effort to minimize any inconvenience to you during this period. Please feel free to contact us should you have any concerns or require additional information.

Contact Information:

Name:

Phone:

Email:

Sincerely,

Name

Title

Company/Contractor Name