

Dear neighbour

Renovation at _____

We will be carrying out some works in this flat on the following dates:

| |
|---|
| Estimated period of works: _____ to _____ |
|---|

2 During the renovation period, some noise could be expected when hacking or drilling is carried out, and we apologise for the inconvenience that it may cause. We will try to complete the works as quickly as possible to minimise disturbance to residents.

3 Please feel free to approach us if there are specific days or timings that noisy renovation works should be avoided (e.g. someone in your household has an important work call to take). We will try our best to accommodate your request, within our means.

4 You can contact me at:

Name

Contact no.

Email address

Regards
