Notice of renovation works

Dear neighbours, I would like to let you know that renovation works will take place at Flat _____ (flat number) on the _____ (floor) floor from _____ (start date) to _____ (end date).

Noisy work will take place on weekdays between _____ (time) and _____ (time), and the noisiest week is expected to be _____ (demolition dates). Rubble will be removed regularly, and the communal areas and lift will be protected and kept clean. Any short interruptions to the water or electricity supply will be announced separately in advance.

I apologise for any inconvenience. If you have any questions or problems, please contact me: _____ (name), tel. _____ (phone number). Thank you for your patience.