

Dear Neighbor:

As you have probably noticed, we are in the middle of renovating <address>. This project includes termite repairs, an earthquake retrofit, electrical and plumbing upgrades, a new slate roof, as well as interior and exterior surface restorations. We anticipate completion of this work by the end of July.

Should you have questions or concerns, please feel free to call me directly at the number shown above, or contact our Clients, <names>, at (xxx) xxx-xxxx. Thank you for your continued patience and cooperation.

Sincerely,